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Faculty Handbook

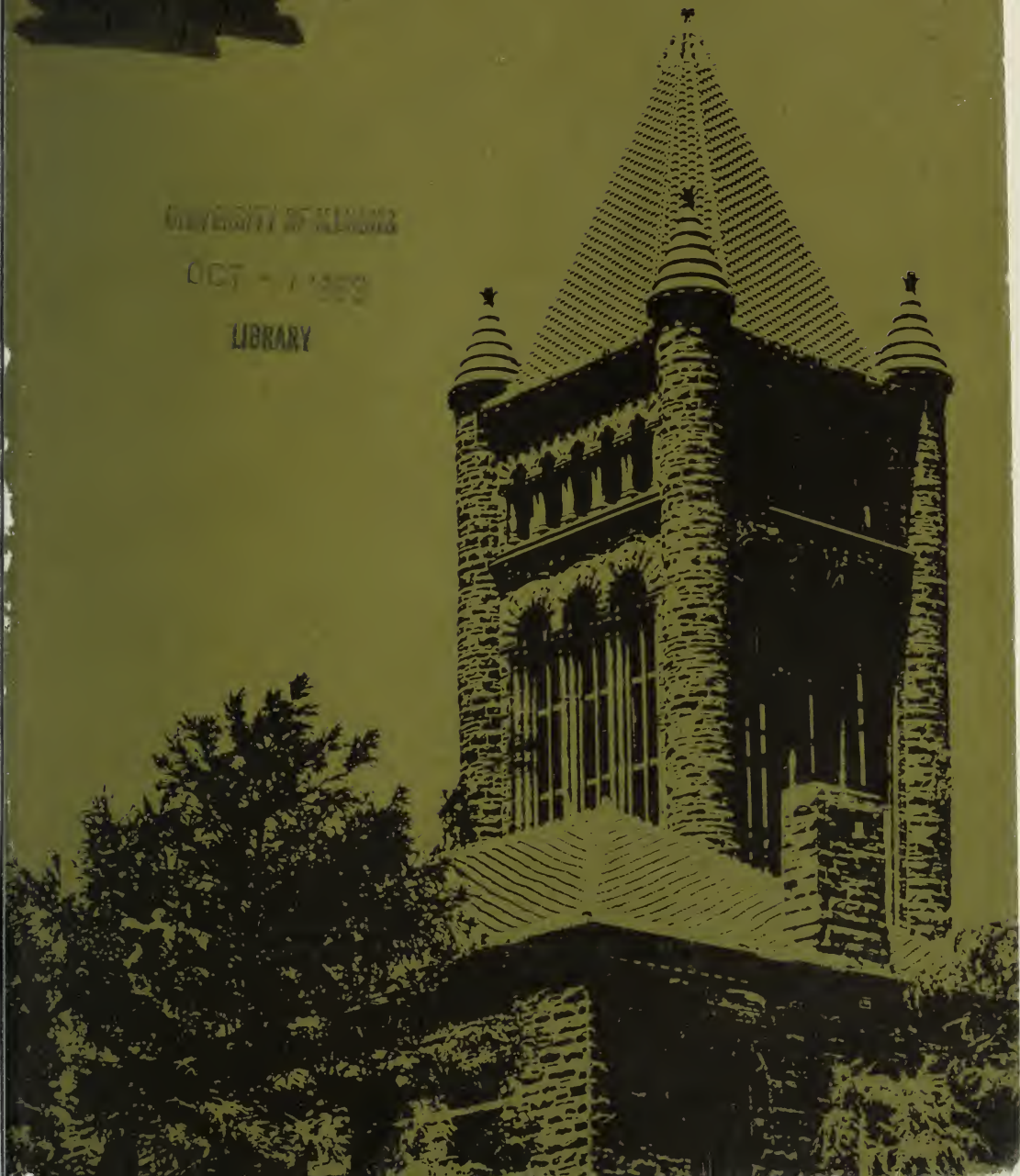
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

1969-70

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This publication has been prepared by the Office of the Chancellor and the University Office of Public Information for faculty members at the Urbana-Champaign campus of the University of Illinois. Copies may be obtained from the Chancellor's Office, 112 English Building. Information contained herein is applicable to policies and statistics effective for the 1969-70 academic year, subject to change through action of the Board of Trustees.

Faculty Handbook

**UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN**

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From the President

The Faculty Handbook is designed to help individual faculty members, particularly new ones, understand the organization of the University and some of the procedures and practices that govern its institutional life.

In more than a century the University of Illinois has grown from small but dedicated beginnings to a large and renowned center of learning, respected around the world. Through these years traditions have been formed that remain influential in the conduct of University affairs.

The University belongs to the people of Illinois. Its governing board is elected by the citizens and approximately 53 per cent of its operating funds come from appropriation of tax funds by the General Assembly. With a number of important exceptions, its campuses and buildings have been provided by public funds.

The public has created and built its state universities in the belief that this investment would earn large dividends for all the people and for the commonwealth. These public benefits are realized through educational opportunity for youth, through providing professional service to the people, through strengthening of the economy by developing talents and brainpower, and through the creative ideas that flow from educated people into arts, science, invention, business, social relations, and public affairs. Thus does the University serve the State of Illinois.

The University is also a member of the community of institutions of higher learning. Hence, it inherits and follows the great traditions of free inquiry, creative teaching, and responsible exploration of ideas. The Statutes of the University and its record reflect these traditions.

The University of Illinois is one of the important research centers of the nation, with scholars of international reputation in many fields of learning. It is also a leading center for professional education and for undergraduate teaching. Beyond the work concentrated on its three campuses, educational, instructional, and consultative services are taken directly into every area and community of Illinois.

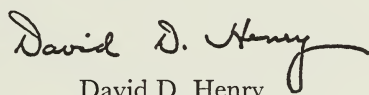
Not every faculty member will contribute equally to all of the broad purposes of the University. However, it is expected that every faculty member will be sympathetic with the University's total task and will do what he can to further all of its objectives. Devotion to one's discipline is the first mark of the scholar, but such devotion does not exclude the concomitant obligation to be devoted to the University's general welfare and to the people it serves.

The people of Illinois are proud of their University; they have provided for it generously and have faith in its future. In return, it is our responsibility to justify that faith and to do all in our power to enhance the University's achievements and reputation.

Rules will be altered from year to year, practices improved, methods strengthened. Purposes will be phrased differently but they will remain the same as those identified by the spiritual founder of the University of Illinois, Jonathan Baldwin Turner:

The sun never shone on such a nation, and such a power, as this would soon be, with such facilities of public advancement and improvement put into full and vigorous operation. Set all the millions of eyes in this great Republic to watching, and intelligently observing and thinking, and there is no secret of nature or art we can not find out; no disease of man or beast we can not understand; no evil we can not remedy; no obstacle we can not surmount; nothing that lies in the power of man to do or to understand, that can not be understood and done. (Introduction of the first annual report of the Board of Trustees of Illinois Industrial University, page VII, 1868.)

I hope that this Handbook will help identify the many resources available to assist the faculty member to share, professionally and personally, in the continuing and new achievements of the University of Illinois.

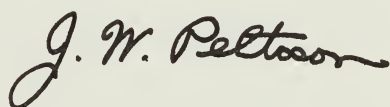
A handwritten signature in dark ink, reading "David D. Henry". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

David D. Henry
President

From the Chancellor

Welcome to the faculty. Here you will find a community for scholarship. Here is where professors and students join together for the important purpose of learning. Here is where debate, controversy, and questioning operate in an atmosphere of free and open inquiry. Here is where professors engage in the exciting business of teaching and research and share their experiences with students, colleagues, the state, the nation, and the world. Here is where a host of activities — lectures, concerts, operas, dramas, debates, forums — supplement and add vigor to our cultural and intellectual environment.

We are happy to have you join us. On an active and alive campus such as the University of Illinois, we are always searching for new ideas, new ways of doing things, new programs. Feel free to share with us your experiences. Together we can make this an even more exciting campus.

A handwritten signature in dark ink, reading "J. W. Peltason". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

J. W. Peltason
Chancellor

The Role and Goals of the University

The University of Illinois embodies a dynamic tradition, uniquely American, that higher education is the birthright of the many, not the privilege of a favored few.

It is one of 68 land-grant colleges and universities born under the Land-Grant College Act of 1862, which gave public lands to the states to endow higher education for all.

The University opened March 2, 1868, with three faculty members and fifty students. Today it has three campuses, with approximately 53,000 students and more than 9,500 part- and full-time members of the academic and administrative staff. Of these, almost 32,000 students and more than 7,800 academic and administrative staff members are at Urbana-Champaign.

Like its sister land-grant institutions, the University was established under a mandate from Congress to offer learning "related to agriculture and the mechanic arts" without excluding other scientific and classical studies.

Limited originally to agriculture, engineering, the arts and the sciences as known in 1868, today the University offers work in almost every field of human interest and activity.

Some states have a "land-grant university" separate from the "state university," the former emphasizing agriculture and engineering, the latter concentrating on liberal arts, basic sciences, law, medicine, and education. In Illinois, these are combined in one university with three autonomous campuses, allowing cooperation and interplay among the disciplines. Growth in one university has minimized duplication of facilities and effort.

Since its beginning, nearly a half-million persons have studied at the University, which has been a leader in the American concept of threefold

responsibility: to make higher education available to all; to carry on research; and to provide public service.

More specifically, the University subscribes to a report by its Committee on Future Programs which recommended the following order of priority among the University's five major types of activities:

- Teaching, research, and scholarly and creative activity in fundamental fields of learning.
- Teaching and research in professional and occupational areas closely dependent on the fundamental fields of learning.
- Liberal education of those who do not intend to become highly trained specialists and, to the extent possible, of students aiming toward specialized or professional training.
- Vocational training in fields which are clearly of substantial and wide importance to the state and nation, especially those which require four-year programs including sound preparation in the fundamental fields of learning and which the University is uniquely or best fitted to provide.
- Extension education and essential public services which require the kinds and levels of expertness represented in the faculty.

In the report of the Future Programs Committee, the fundamental fields of learning were listed as mathematics, the biological and physical sciences, the humanities, the fine arts, and the social sciences.

The University at Urbana-Champaign draws students from all 50 states, from the territories of the United States and, currently, from 81 foreign countries. Approximately 81 per cent of the campus student body are Illinois residents.

Degrees conferred by the University at Urbana-Champaign through June, 1968, total 186,132. In the 1967-68 academic year, students at the Urbana-Champaign campus received a total of 7,449 degrees. These included 3,148 graduate, 239 professional, and 4,062 undergraduate.

The Campus and Community Setting

The oldest and largest campus of the University of Illinois is situated at Urbana-Champaign, contiguous cities in east-central Illinois.

Here, the University offers undergraduate and professional instruction in the College of Agriculture, Institute of Aviation, College of Commerce and Business Administration, College of Communications, College of Education, College of Engineering, College of Fine and Applied Arts, College of Law, College of Liberal Arts and Sciences, College of Physical Education, and College of Veterinary Medicine. A bachelor's or professional degree is conferred upon completion of a curriculum in any of these units of the University except the Institute of Aviation which offers two-year terminal programs in aircraft maintenance, professional pilot training, and aviation electronics. Advanced work is administered by the Graduate College. A complete list of fields of study available to undergraduate, professional, and graduate students on the Urbana-Champaign campus is given in the Undergraduate Study and Graduate College catalogs. Also at Urbana-Champaign are other institutes, bureaus, experiment stations, and headquarters for extension and other statewide services.

The campus consists of 637 acres, with 2,859 adjoining acres of agricultural and experiment fields. Nearby are timber reservations of 380 acres, a 1,122-acre airport, the 1,768-acre Robert Allerton Park and 4-H Camp, a 476-acre radio telescope site, 251-acre antenna research site, 82-acre optical telescope site, and 35-acre radio direction finding site. The campus has 155 major buildings, and the value of the plant and equipment is figured at \$366,000,000.

Urbana-Champaign is one community composed of two municipalities with a total population of almost 100,000 (including students). The cities are divided by Wright Street, which runs north and south through the campus district. As the University's Administration Building is on the

Urbana side of Wright Street, Urbana is given as the University's official mail address.

Champaign is the larger community. Urbana, the older of the two, is the seat of Champaign County. Urbana-Champaign is 138 miles south of Chicago, 85 miles east of Springfield. It is served by the Illinois Central and Norfolk and Western railroads, the Ozark Airlines, and the Greyhound and Illini Swallow bus lines. Interstate Highways 57 and 74, U.S. Highways 45, 136, and 150, and Illinois Highways 10, 47, 49, and 130 pass through or near the community.

Urbana-Champaign is the center of one of the nation's richest farming areas and has a number of prosperous industrial plants.

The community's radio stations are: WILL-AM-FM, an educational station owned and operated by the University; WDWS, WCCR, WTWC-FM, and WLRW-FM, commercial stations; and WPGU, a student operated AM station for campus listeners and FM station for residents of the Urbana-Champaign area. Television stations are WILL-TV (Channel 12), the University's VHF outlet; WCIA-TV (Channel 3), commercial VHF station featuring CBS programs; and WICD-TV (Channel 15), commercial UHF station affiliated with NBC. With modest antennae, most local residents may receive UHF signals from commercial station WAND-TV (Channel 17) in Decatur, affiliated with the ABC network.

Urbana-Champaign is unusual among communities of its size in being served by competing daily newspapers, the *News-Gazette* and the *Courier*, both published five afternoons and Saturday and Sunday mornings. *The Daily Illini*, University of Illinois student newspaper, is published Tuesday through Saturday mornings during the fall and spring semesters, and a weekly *Summer Illini* is published on a free-distribution basis on Wednesdays during the Summer Session.

Urbana and Champaign have separate city governments and are in separate school districts.

Urbana School District #116 includes one high school, one junior high school, and 10 elementary schools. University High School, operated by the University of Illinois College of Education, is also located in Urbana. Champaign School District #4 includes two high schools, three junior high schools, and 16 elementary schools.

Urbana and Champaign have three Catholic elementary schools and a number of private and cooperative nursery schools, day care centers, and kindergartens. Most of the public schools in both cities have a kindergarten year for five-year-olds.

There are some 155 practicing physicians and 60 dentists. The community has five hospitals: Burnham City Hospital and Cole Hospital in Champaign, and Mercy Hospital, Carle Foundation Hospital, and McKinley Hospital (the University of Illinois hospital) in Urbana. Outlook Sanatorium is a county institution maintained for the treatment of tuberculosis, and there a number of private nursing homes.

The community has 90 churches representing all major and many minor religious denominations. Although the University has no formal religious affiliation, student associations and foundations are situated near the campus to serve the student body. The idea of campus foundations for students of various faiths originated at the University of Illinois.

The YMCA and YWCA at the University have a large faculty membership and develop program activities dealing with central concerns of campus life. Major emphases are a Freshman Conference for new students each fall, the Pal Program focusing on needs of youngsters in the community, International Suppers, Religion and Modern Man, and the Faculty Forum. The YMCA-YWCA Faculty Forum meets eight Friday noons each semester for lunch (from 12:00 to 1:45). A major theme is explored from various perspectives, with vigorous participation by the audience. The fall series opens October 3 on *Beyond Technology: Our Human and Natural Environment*. The spring series will deal with *The Student in His Learning Environment*. Reservations are required.

Legal Information

Faculty members who are new to the state and to the University of Illinois may find procedures with regard to voting, drivers' licenses, taxes, and other such matters somewhat different from those in other states or even in other communities.

VOTING ELIGIBILITY

To be eligible to vote, a person must have been a resident of Illinois one year, of Champaign County 90 days, and of the voting precinct 30 days prior to the election. Registration is required, and may be accomplished at the office of the County Clerk at the Courthouse in Urbana up to 28 days immediately prior to the election. Reregistration is required only when a name is changed, a place of residence is changed (i.e., to another precinct), or when the registrant fails to vote during a period of four years and fails to answer a notification from the County Clerk's office.

A person who has been a resident of Illinois less than one year and of Champaign County less than 90 days may still be entitled to vote for presidential and vice-presidential electors even if for no other office or on any proposition. (He must, of course, be a citizen of the United State and twenty-one or more years of age.) He must have resided in the election district 60 days preceding a presidential election. He should have been a qualified elector in another state or county immediately prior to his removal to this state or his present county of residence as the case may be, or have been eligible to vote in such other county or state had he remained there until election. He should not be entitled to vote for presidential or vice-presidential electors in any other state or county.

AUTOMOBILE AND DRIVERS' LICENSES

All resident staff members are subject to automobile registration in Illinois. State law requires registration of motor vehicles by residents immediately

after their arrival to establish residence. This requirement, however, is complicated by the existence of reciprocal agreements between this and other states; detailed information on this point may be obtained by calling the University's Office of the Supervisor of Security and Traffic (333-1216).

Any resident of Illinois must obtain an Illinois driver's license within 90 days of his arrival as a resident if he wishes to operate a motor vehicle. State law requires the administration of both a written examination and a road test to obtain the license.

TAXES

The levies for which you may have direct contact with tax officials are the general property tax and the state income tax.

In 1969 for the first time the General Assembly of the State of Illinois passed a law providing for a flat rate $2\frac{1}{2}$ per cent income tax on individuals. This tax is based on the adjusted income as shown in the federal income tax return. The law provides for a withholding of such taxes by the employer, and the University will withhold for the state income tax as well as the federal income tax as provided in the federal law.

The general property tax is collected by the County Treasurer annually, the levy on personal property being due in one installment on May 1 and that on real estate in two equal installments on May 1 and August 1. All proceeds from the general property tax are used for the support of local units of government. No levy of this type for state purposes has been made in Illinois since 1933.

Assessments of real estate are made quadrennially on the basis of property ownership as of January 1, but new buildings are added to the tax rolls when completed. Assessments of personal property, which includes both tangible and intangible items, are made annually, on the basis of ownership as of April 1. The annual personal property assessment is made during April and May, and is based primarily on ownership of automobiles and household furniture and equipment. The assessment rolls are published early in July. Inequities may be reviewed and corrected upon application to the Board of Review, which accepts complaints in July. The payments of personal property and real estate taxes become due the year following assessment. Thus, taxes based on assessment of April 1, 1969, become due for payment in 1970. If they are not paid within 30 days after the due dates, a penalty of 1 per cent a month is charged. Either personal property or realty can be sold for nonpayment of taxes.

Many of the taxes imposed in Illinois are indirect, such as the retailer's occupation tax (the "sales tax"), the motor fuel tax, the cigarette tax, and the public utilities tax.

LEASH LAW

Champaign has a law requiring that all dogs be kept penned or on a leash. Those running loose are subject to being impounded. Urbana also has a city ordinance concerning the ownership of animals. Every dog in the county is required to wear a tag indicating that it has been inoculated for rabies. The tag and inoculation cost \$5.00. Additional information may be obtained from the City Manager of Champaign, the police departments in the twin cities, or the County Rabies Control Office, 1905 East Main Street, Urbana.

OPEN OCCUPANCY LAWS

The cities of Urbana and Champaign have recently adopted "open occupancy" or "freedom of residence" ordinances. These laws are designed to end discrimination based on race, religion, or national origin in real estate transactions. Procedures for filing complaints differ. For exact information, a call or visit to the City Clerk's office in the city involved will be necessary. For the University of Illinois policy on nondiscrimination in housing, see page 94.

Organization and Government

The University of Illinois, governed by its elected Board of Trustees, is under the ultimate authority of the state legislature, the General Assembly. Subject to constitutional and self-imposed restraints, the General Assembly exercises control by virtue of its authority to change laws pertaining to the University and by its power to appropriate funds for its operations and for capital improvements.

THE BOARD OF TRUSTEES

Within the limits of authority fixed by the constitution and laws of Illinois, the Board of Trustees exercises final authority over the University and is responsible for its administration and government.

Functions of the trustees are legislative rather than executive. They help administrative officers secure money needed for operations and decide how it shall be spent. They establish general policies, upon recommendation of the President, but leave execution of these to the administrative officers.

Besides exercising jurisdiction over all academic, administrative, research, and service units of the University, the Board governs certain peripheral units, such as the Division of Services for Crippled Children, the University of Illinois Foundation, and the University of Illinois Athletic Association, and is charged by law with such responsibilities as administering examinations for certified public accountants.

The Board of Trustees is composed of nine members elected at large by Illinois voters and two ex officio members — the governor of the state and the state superintendent of public instruction.

Three trustees are elected for six-year terms at the general elections in November of even-numbered years. Prospective candidates are suggested

to the state conventions of the two major political parties by partisan committees of the Alumni Association.

The Board meets monthly, with its annual meeting on the second Tuesday in March. At the annual meeting, new trustees are installed and the Board elects its officers. The President of the Board is chosen from the elected members, and the secretary, the treasurer, and the comptroller from outside the Board's own ranks. The secretary and comptroller are members of the University staff; the treasurer is usually an officer of a leading Illinois financial institution.

Regular meetings of the Board and Board committee meetings are open to the public. The only business conducted in executive session is that relating to certain personnel matters, property acquisitions or sales, patentable inventions, classified contracts with the government, and pending litigation, as permitted by Illinois statutes.

THE ADMINISTRATIVE OFFICERS

The President of the University, its chief executive officer, is elected by the Board of Trustees and serves at the Board's pleasure. He is responsible for the internal administration of the University. The President is an ex officio member of the faculty of each college, school, institute, division, or other academic unit of the University. The Executive Vice-President and Provost is the chief educational officer under the President. The Vice-President and Comptroller is the ranking financial officer. Other general officers include the Vice-President of the University, who serves in a staff relation to the President, and the Secretary of the University.

The Chancellor is the chief executive officer of the campus. He is appointed biennially by the Board of Trustees on recommendation of the President. The Vice-Chancellor for Academic Affairs is the chief academic officer under the Chancellor. He exercises the function of the Chancellor in the absence of the Chancellor. The Vice-Chancellor for Administrative Affairs assists the Chancellor by coordinating the campus administrative services.

BOARDS AND COMMITTEES

Research Board. The Research Board assigns Graduate College research funds to individual and group research projects; reviews applications from faculty members to outside agencies for financial aid for research projects; advises the Chancellor on potentially patentable inventions by faculty members; and advises the Chancellor and the Dean of the Graduate College on any matters they desire to submit to it.

The Research Board is composed of the Dean of the Graduate College, who may serve as chairman, and eight members appointed by the Chancellor after consultation with the Dean and the executive committee of the Graduate College.

Faculty Advisory Committee. This committee is elected at each campus by the academic staff (i.e., those having the rank of instructor or higher rank); three of the nine members are elected each year for three-year terms. Functions of the committee are to provide for the orderly voicing of suggestions for the good of the University and to afford added recourse for the consideration of grievances, and for furnishing a channel for direct and concerted communication with administrative officers of the University, its colleges, schools, institutes, divisions, and other administrative units on matters of interest or concern to the academic staff or any member of it.

Other Committees and Boards of Control. The President and the Chancellors have as a major source of faculty counsel the power to appoint standing or ad hoc committees and boards of control to study and report or to offer continuing counsel on a number of subjects. Some, like the Athletic Association Board of Directors, are named by the President and approved by the Board of Trustees. Others are made up of both faculty and students. The remainder, known as general boards and committees, are administrative and advisory, and are named by the President at the University level and by the Chancellors at the campus level.

Current memberships for all standing committees and boards are listed in the Urbana-Champaign campus *Staff Directory*.

THE UNIVERSITY SENATES

The University Statutes provide for the establishment of a University Senate at each of the three campuses. Each consists of the full professors, the deans of the colleges, the deans or directors of schools and institutes, and the heads and chairmen of departments on that campus. Other persons of academic rank or administrative status may be members, subject to the recommendation of that Senate's Committee on Educational Policy and Senate resolution.

No one is eligible for membership unless he holds at least a half-time appointment and receives salary from the University for such services. Membership on any standing committee is open to the faculty, and carries with it the privileges of the floor of the Senate, including voting, so long as such membership continues.

The President, the Executive Vice-President and Provost, the Vice-President and Comptroller, other vice-presidents, and the University Counsel are ex officio members of each of the three Senates. The President is the presiding officer of each Senate; in his absence, the ranking administrative officer at each campus may preside over his Senate.

Each Senate may exercise legislative functions in matters of educational policy affecting the University as a whole or its own campus only, but no such Senate action takes effect until submitted to the Senate Coordinating Council and approved by the Board of Trustees.

Each Senate elects a committee on student discipline which appoints one or more subcommittees on which there are voting student members. The committee formulates and adopts, after consultation with the University Counsel, disciplinary and hearing procedures which are to be followed in all undergraduate student disciplinary proceedings.

The Senates recommend candidates for degrees and certificates to be conferred by the President under authority of the Board of Trustees.

Each Senate elects such standing committees as it may from time to time authorize. Members are nominated by its committee on committees and elected after consultation with the Chancellor. Students serve on many of these committees.

Any action of any Senate involving matters of University-wide policy, or proposals to amend the University Statutes, are submitted by the Senate Coordinating Council to the other Senates for consideration and recommendation.

Comprehensive information about the Senates is contained in the University Statutes.

THE SENATE COORDINATING COUNCIL

The Council has eighteen members — six elected by each of the three campus Senates.

The Council considers all matters acted on by any of the three Senates and determines whether any action affects general University policy. Should the Council find a matter of concern to more than one campus, it refers the matter to the other Senate or Senates for consideration and recommendation.

Amendments to the University Statutes are submitted to the Senates.

If the Council finds agreement between the Senates impossible, it trans-

mits its recommendations to the President for submission to the Board of Trustees after notifying the Senates of its recommendations and also transmitting to the President objections or appeals by any Senate.

The Council appoints no more than three of its members to act as a liaison committee advisory to the Board of Trustees (through the President), to the President, and to the respective Senates, in matters of special and extraordinary concern to the University. The liaison committee acts only upon the expressed request of the Board of Trustees, the President, any Senate, or the Senate Coordinating Council.

OTHER CHANNELS OF COMMUNICATION

Many channels of communication are open to every faculty member. Among them are department and college faculty meetings; membership in administrative and advisory committees; participation at various levels in policy-making and budget-making activities; contribution of material for annual reports made by the department heads to the deans and directors and by these officers to the Chancellor, and, in turn, to the President. Specialized channels include the President's Report on the State of the University, the Year Ahead Address, the *Faculty Letter*, and the Chancellor's *Campus Report*.

The Year Ahead. In this annual address made in September, the President assesses the tasks facing the University and tells of plans for the coming academic year.

State of the University Address. This address is given annually, in the winter season, by television, reaching the general public and all three campuses of the University.

Faculty Letter. Issued from time to time throughout the academic year, the *Faculty Letter* contains statements or documents of basic interest and importance. The publication is edited by members of the President's staff.

Campus Report. Published monthly by the Office of the Chancellor through the academic year, the *Campus Report* contains news items and features of interest to the Urbana-Champaign campus. The Office of Public Information edits the report.

ACADEMIC ORGANIZATION

The faculty of the University is organized into major academic units of colleges, schools, divisions, and institutes. Under each of these, there may be further organization into departments.

The College. The college is the highest educational and administrative group within the University. It is governed in its internal administration by its faculty which, in this sense, consists of the President, the Executive Vice-President and Provost, the Chancellor, the dean, associate deans, and assistant deans of the college, and all professors, associate professors, assistant professors, and instructors within the group it comprises, together with a representative of any other department or group entitled to representation by virtue of participation in the college's instructional program.

The college has the fullest measure of autonomy consistent with the maintenance of general University educational policy and correct academic and administrative relations with other divisions of the University.

The dean of the college, its chief executive officer, is responsible to the Chancellor and, in turn, to the President for its administration. He is elected biennially by the Board of Trustees upon nomination of the President.

An executive committee of two or more members, elected by the faculty from the professors, associate professors, and assistant professors of the college, is advisory to the dean and transacts business delegated to it by the faculty.

The School. The school is an educational and administrative unit occupying a status between the department and the college. If the school is organized within a college, it is under the general direction of the college faculty. If it is organized as an independent administrative unit, it is governed by the same regulations as govern a college. The chief executive officer of a school is the director.

The Department. The department is the primary unit of education and administration within the University. A department is organized with either a chairman or a head, but in either case the executive officer must consult with a departmental committee on matters of departmental policy. The two forms of departmental organization are fully explained in the University Statutes.

A complete listing of the curricula and of the individual studies in these curricula may be found in the Undergraduate Study and Undergraduate Courses catalogs and the Graduate College catalog for the Urbana-Champaign campus, the Chicago Circle catalog for that campus, and the individual catalogs of the colleges of Medicine, Nursing, Pharmacy, and Dentistry, and the Graduate College for the Medical Center campus.

The present academic organization of the University comprises the units below, together with affiliated units and institutions. The University was

established under a charter approved by the Illinois General Assembly on February 28, 1867. It opened March 2, 1868, with a curriculum containing five departments: agriculture; polytechnic (made up of mechanical science and art, civil engineering, mining and metallurgy, and architecture and fine arts); military; chemistry and natural science; and general science and literature (including most of the curriculum of the classical colleges of the day).

Urbana-Champaign (The parenthetical dates in the following listings are years of establishment as recognizably separate units.)

- College of Agriculture (1868)
- College of Engineering (1868)
- College of Liberal Arts and Sciences (each 1868, combined 1913)
- Graduate School of Library Science (1893)
- College of Law (1897)
- College of Education (1905)
- Graduate College (1908)
- College of Commerce and Business Administration (1915)
- College of Communications (1927)
- College of Fine and Applied Arts (1931)
- College of Physical Education (1932)
- Jane Addams Graduate School of Social Work (1944)
- College of Veterinary Medicine (1944)
- Institute of Aviation (1945)
- Institute of Labor and Industrial Relations (1945)

Medical Center, Chicago

- College of Pharmacy (affiliated with the University, 1896)
- College of Medicine (affiliated with the University, 1897)
- College of Dentistry (affiliated with the University, 1901)
- Graduate College (1916)
- College of Nursing (formally organized, 1952, but indirectly affiliated with the University for many years before that)

Chicago Circle (opened in 1946 as the Chicago Undergraduate Division, at Navy Pier; moved to Chicago Circle in February, 1965; dates below give formal establishment of units named)

- College of Architecture and Art (1962)
- College of Business Administration (1963)
- College of Engineering (1963)
- College of Liberal Arts and Sciences (1963)
- College of Education (1966)
- Graduate College (1967)

Associated Agencies

- University of Illinois Alumni Association
- University of Illinois Athletic Association
- University of Illinois Citizens Committee
- University of Illinois Dads Association

University of Illinois Foundation
University of Illinois Mothers Association

Affiliated Agencies

Illinois State Geological Survey
Illinois State Historical Survey
Illinois State Natural History Survey
Illinois State Water Survey
State Universities Retirement System
University Civil Service System of Illinois

Affiliated Hospitals

Chicago State Tuberculosis Sanitarium
Cook County Hospital
Hines Veterans Administration Hospital
Illinois State Psychiatric Institute (Chicago)
Presbyterian-St. Luke's Hospital (Chicago)
West Side Veterans Administration Hospital (Chicago)

DESCRIPTION OF MAJOR UNITS

Following is a description of the major units at Urbana-Champaign. Further information is available from the individual catalogs of these units.

College of Agriculture. Organized when the University opened in 1868, the College of Agriculture has a fourfold function of teaching, research, extension, and international programs. The College is organized into ten subject-matter departments and several offices that perform somewhat specialized services.

The ten departments are Agricultural Economics, Agricultural Engineering, Agronomy, Animal Science, Dairy Science, Food Science, Forestry, Home Economics, Horticulture, and Plant Pathology, and their activities cut across each of the four functions of the College. An Office of Agricultural Communications and an Office of Publications serve the information programs of the College. The Vocational Agriculture Service works with the vocational agriculture teachers of the state, largely through the preparation of teaching materials. Some of the work of the College is in cooperation with other colleges or agencies; research and extension work in veterinary medicine and entomology are carried on in cooperation with the College of Veterinary Medicine and the Illinois Natural History Survey, respectively; the teaching program in agricultural communications is in cooperation with the College of Communications; and the four-year curriculum in agricultural engineering is administered in the College of Engineering.

The teaching program of the College covers all subject-matter areas at all levels of instruction. Research work is carried on through the Agricul-

tural Experiment Station (see page 78). The Office of International Agricultural Programs provides continuity and leadership in planning, developing, and coordinating collegewide international programs of instruction, research, graduate training, and public service. The Cooperative Extension Service in Agriculture and Home Economics conducts a variety of educational programs. The field staff of the Extension Service includes county and area advisers serving every county in Illinois and state specialists who are members of the various subject-matter departments.

Institute of Aviation. The Institute of Aviation, established in 1945 to coordinate and carry on work in this field, offers two-year programs in aircraft maintenance, aviation electronics, and professional pilot training. It also offers pilot training leading to Federal Aviation Administration certificates and ratings. It operates the University of Illinois-Willard Airport, a fleet of more than 50 aircraft, and a staff air-transportation service covering over a half-million passenger miles a year.

College of Commerce and Business Administration. Established in 1915, the College of Commerce and Business Administration has departments in Accountancy, Economics, Finance, and Business Administration which offer undergraduate courses. Graduate programs are offered by all the departments.

In the College are the Executive Development Center, established in 1958 to give specialized training to business administrators; the Bureau of Business Management, formed in 1948 to help small businessmen with management problems; the Bureau of Economic and Business Research, started in 1921 to conduct general studies of business and economic problems of special interest to Illinois and to publish its findings in the monthly *Illinois Business Review* and the quarterly *Review of Economics and Business*. The Center for International Education and Research in Accounting established in 1962 fosters, in addition to education and research in accounting, international exchange of ideas and materials, assists accounting faculty and students from other countries who come to the University of Illinois, and provides faculty members for assignments to universities in other countries.

College of Communications. The College, established in 1927, offers two-year professional courses in the departments of Journalism, Advertising, and Radio and Television. Included in the College are the Institute of Communications Research, established in 1947 to bring an interdisciplinary approach to basic research in all aspects of human communications, and the Division of University Broadcasting which operates WILL-AM-FM and WILL-TV, the University radio and television stations.

College of Education. Established in 1905, the College of Education provides professional education courses for teachers, with subject-matter work given in other colleges of the University. The Council on Teacher Education, made up of the deans of the eight colleges most concerned, coordinates teacher education programs.

The seven departments of the College are Educational Administration and Supervision, Educational Psychology, Elementary Education, History and Philosophy of Education, Secondary and Continuing Education, Special Education, and Vocational and Technical Education.

In the College of Education are the Bureau of Educational Research, established in 1918 to conduct tests and studies; the Center for Instructional Research and Curriculum Evaluation; the Curriculum Laboratory and University High School; and the Institute for Research on Exceptional Children.

College of Engineering. The College of Engineering, an original unit when the University opened in 1868, includes the departments of Aeronautical and Astronautical Engineering; Ceramic Engineering; Civil Engineering; Electrical Engineering; General Engineering; Mechanical and Industrial Engineering; Mining, Metallurgy, and Petroleum Engineering; Physics; and Theoretical and Applied Mechanics.

The College conducts the Nuclear Engineering Program which offers graduate degrees in nuclear engineering. The graduate program in sanitary engineering is a curriculum of the Department of Civil Engineering. The College of Engineering cooperates with the College of Agriculture in offering agricultural engineering and with the College of Liberal Arts and Sciences in offering chemical engineering. Programs leading to the bachelor's degree are offered in all fields except mining, petroleum, sanitary, and nuclear engineering. Graduate programs are conducted in all other departments except General Engineering, which offers bachelor's degrees only.

The College also operates two interdisciplinary laboratories: the Coordinated Science Laboratory, which conducts research primarily in the field of information science and engineering, and the Materials Research Laboratory, which concentrates on solid state materials research.

Both undergraduate and post-baccalaureate programs in the teaching of engineering technology are administered by the College of Engineering through the Council on Teacher Education with the cooperation of the College of Education.

The Engineering Experiment Station, a part of the College established in 1903, conducts more than 500 research studies involving approximately

\$15,000,000. Of this research budget, nearly \$13,000,000 is from sponsoring agencies outside the University, including the federal government. To promote close educational and research relations with industries, the Station administers an Office of University-Industry Relations, which conducts short courses and symposia on subjects of interest to practicing engineers.

College of Fine and Applied Arts. Established in 1931, the College of Fine and Applied Arts offers instruction in six departments — Architecture, Art, Landscape Architecture, Urban Planning, Theatre, and Dance — and one school, the School of Music. The College also administers the Krannert Art Museum and Krannert Center for the Performing Arts, and coordinates the biennial Festival of Contemporary Arts. The University Bands, composed of four concert groups, are organized as a separate unit in the College.

The School of Music, established in 1895 and joined with the college in 1931, gives instruction in applied music, music theory and composition, musicology, and music education. Its faculty artists include the members of the Walden String Quartet and the Faculty Woodwind Quintet. Student performing organizations are the University Symphony Orchestra, University Chamber Orchestra, Wind Ensemble, Oratorio Society (open to faculty, students, and townspeople), University Choir, Men's Glee Club, Women's Glee Club, University Chorus, University Opera Group, Chamber Choir, and various small vocal and instrumental ensembles. The University Jazz Band is co-sponsored by the Illini Union Student Activities and the School of Music.

The Bureau of Community Planning is an independent research and extension unit in the College. The Small Homes Council-Building Research Council, established in 1944, is a research and information agency working to improve housing and building. It issues nontechnical illustrated circulars for the benefit of home owners and home planners.

Institute of Government and Public Affairs. Established in 1947 as an autonomous body within the University, the Institute conducts research on the state, local, and urban political processes. Much of the research, both scholarly and applied, originates from close contact with public officials and government operations, and is coordinated with other academic departments. Staff members hold key positions on state government advisory boards, and engage in research and consulting for state and local agencies and commissions. In its service capacity, which complements its research activities, the Institute has recently sponsored seminars for public officials, scholars, and interested citizens on state and local finance and on the ombudsman. The Institute also serves as coordinator for

a statewide legislative staff program, and is conducting the staff and research work for the Illinois Constitution Study Commission and the Constitution Research Group.

Graduate College. All graduate instruction and all graduate degrees are under the jurisdiction of the Graduate College. It was formally established in 1908, although the University began offering graduate work in 1894. The faculty of the Urbana-Champaign Graduate College consists of the President, the Executive Vice-President and Provost, the Chancellor, the Dean of the Graduate College, and all those who, on the recommendation of the departments or of other teaching or research divisions, have been approved by the Executive Committee and the Dean of the Graduate College to be in charge of courses designed for graduate students or of theses to be submitted for advanced degrees.

The Graduate College maintains several research facilities for the use of staff members and graduate students throughout the University. A brief description of these units follows.

The *Center for Advanced Study*, established in 1959 as a special unit of the Graduate College, encourages creative achievement and scholarship among members of the faculty by providing recognition and incentives for the highest level of scholarly achievement.

The *Center for Human Ecology* carries out both teaching and research. It is problem oriented and concerned with such matters as population and population patterns, environmental pollution, and food and water supply.

The *Children's Research Center* conducts interdisciplinary research in the general area of emotionally disturbed and mentally retarded children.

The *Committee on Natural Areas* has as a major objective the development of research and the educational use of University-owned natural areas.

The *Computer-based Education Research Laboratory* encourages staff members from many University academic units to cooperate in developing the full potential of computer-based education and research.

The *Department of Computer Science* is a degree-granting department with a broad program of research and graduate education in computer science and engineering. It also provides computer services to faculty members throughout the University.

The *Illinois Historical Survey* provides a wide variety of services for students and faculty and contains valuable collections of Illinois manuscripts.

The *Laboratory for Atmospheric Research*, established in the Graduate

College in 1968, offers a facility for research and graduate education in meteorology and atmospheric sciences.

The *Survey Research Laboratory* conducts and promotes research in survey methods, trains graduate and undergraduate students in survey methods, and conducts surveys for University research projects.

The *Water Resources Center* encourages and coordinates University-wide planning and implementation of interdisciplinary programs for research and graduate education in water resources and related areas.

Institute of Labor and Industrial Relations. The Institute was established in 1945 and is an interdisciplinary unit offering programs leading to the Master of Arts and doctor's degrees. It conducts research programs in domestic and international comparative industrial relations and manpower problems and offers extension training for labor and management groups in cooperation with the Division of University Extension.

College of Law. Organized in 1897, the College offers a three-year sequence of courses leading to the first professional degree in law, and a program leading to graduate degrees awarded by the Graduate College. The College publishes the *Law Forum*, a quarterly restricted in content to symposia and to invited articles. The *Law Forum*, which contains a student section, is conducted with the advice and assistance of a Council of Practicing Lawyers, which has a rotating membership.

College of Liberal Arts and Sciences. The College was established in 1913 by combining the College of Literature and Arts and the College of Sciences, both original units of the University when it opened in 1868. Its departments are: Anthropology; Astronomy; Botany; Chemistry and Chemical Engineering; Classics; English; Entomology; French; Geography; Geology; Germanic Languages and Literatures; History; Linguistics; Mathematics; Microbiology; Philosophy; Physiology and Biophysics; Political Science; Psychology; Slavic Languages and Literatures; Sociology; Spanish, Italian, and Portuguese; Speech; and Zoology.

Interdisciplinary programs are developed by the following units of the College: the School of Life Sciences, which sponsors interdepartmental programs in the biological sciences; the Center for Russian Language and Area Studies; the Center for Latin-American Studies; the Asian Studies Center; and the graduate program in comparative literature. The Language Laboratory serves as a joint teaching facility for the modern language departments.

Administered by units within the College are the Speech and Hearing Clinic, the Psychological Clinic, the Natural History Museum, the Classical

and European Culture Museum, the Radioisotope Laboratory, and the Central Electron Microscope Laboratory.

Graduate School of Library Science. The School began in 1893 as the first library school west of the Alleghenies, and became a part of the University in 1897. It seeks to prepare librarians for all main types of libraries and library functions, including information storage and retrieval. The School, which offers an undergraduate minor and master's and doctoral degrees, has an active publications program and conducts research through its Library Research Center.

College of Physical Education. The College was established as the School of Physical Education in 1932 and was changed to the College of Physical Education in 1957. Its four departments are: Health and Safety Education, Physical Education for Men, Physical Education for Women, and Recreation and Park Administration. The Bachelor of Science and the Master of Science degrees are offered by each of these departments. A Doctor of Philosophy is offered in physical education (including options in health education and recreation). These programs offer opportunities for specialization in teaching, leadership, administration, research, and scholarship.

The Division of Rehabilitation-Education Services and the Division of Intramural Activities are administered by the College. The College also operates the Office of Recreation and Park Resources and several special units in research and public service. These are the Physical Fitness Laboratory, the Sports Psychology Laboratory, the Oral History Office, and the Exercise Therapy Clinic.

Jane Addams Graduate School of Social Work. The School, begun in 1944, offers accredited instruction at Urbana-Champaign and at Chicago Circle. It is an accredited charter member of the national Council on Social Work Education. In cooperation with the Division of University Extension, the School also offers a series of summer institutes in social work.

Summer Session. First held in 1894, the Summer Session offers a comprehensive schedule of courses of eight weeks' duration, and a few departments offer special intensive courses lasting only four weeks. The College of Law also holds two five and one-half week terms. All colleges on the Urbana-Champaign campus are included in the regular eight-week summer program.

Enrollment for the 1969 session was a record 11,988, including 7,881 graduates and 4,107 undergraduate and professional students.

Division of University Extension. Organized in 1933, the Division of

University Extension is that arm of the University which conducts courses for the benefit of persons unable to enroll at one of the campuses. It also organizes short courses, conferences, and other special programs, both on the campus and elsewhere in the state. A growing number of courses, including many credit courses in graduate engineering, are conducted using the remote teaching approach with multi-media electronic systems, including the UNIVEX telephone network for voice communications and the VERB electronic blackboard for written communications. Extension sections (in lieu of departments) are: Correspondence Study, Extramural Classes, Audio-Visual Aids Service, Short Courses and Conferences, Extension in Engineering, Extension in Music, Extension in Visual Arts, Firemanship Training, Police Training Institute, Civil Defense Instructors' Training, Speakers Bureau, International Affairs, and Special Programs and Research. The Division administers Allerton House and Hott Memorial Center, and maintains field offices in Springfield, Chicago, East St. Louis, Dixon, and Urbana-Champaign.

College of Veterinary Medicine. Established in 1944, the College includes the departments of Biological Structure, Clinical Medicine, Pathology and Hygiene, and Physiology and Pharmacology. Through teaching and research activities last year, the Veterinary Medical Clinics treated 32,675 wild and domestic animal patients. The State Diagnostic Service, in which the College cooperates with the Illinois Department of Agriculture, examined 120,227 specimens and performed 2,085 autopsies. The Center for Zoonoses Research, based in the College of Veterinary Medicine, is important in furthering human and animal health and welfare, conducting interdisciplinary research, and providing graduate teaching.

THE CHICAGO CAMPUSES

University of Illinois at Chicago Circle. Now in its fourth year, with a fully developed framework of academic study, this urban-oriented commuter university has embarked upon special programs that are tailored to the needs of a growing and changing society. Since its opening day, February 22, 1965, the Chicago Circle campus has added programs at advanced undergraduate levels, and at the master's and Doctor of Philosophy levels within the Graduate College.

To the 19 building units now in use for teaching, administration, physical plant operation and maintenance, utilities, and student service and activities purposes, three new buildings are being added in the coming year — indicative of the planned growth to a student body of 25,000 by 1974. Enrollment projection for fall, 1969, totals 16,364 for undergraduate

and graduate students. Located at the intersection of Chicago's major expressways which afford most direct access by personal cars, and serviced by seven of the city's public transportation routes, the campus location is perfectly keyed to commuter needs.

A National Historic Landmark — Jane Addams' Hull House — is located on campus.

University of Illinois at the Medical Center. Five colleges (Dentistry, Medicine, Nursing, Pharmacy, and the Graduate College) and the University of Illinois Hospital form the nucleus of the Medical Center district on Chicago's near West Side, largest medical center in the world. The 39-acre campus has a plant value of approximately \$73,500,000. Faculty and staff total nearly 4,000 for an enrollment of over 2,600 students.

The Medical Center has a close working relationship with adjacent medical institutions such as Cook County Hospital, Presbyterian-St. Luke's Hospital, West Side Veterans Administration Hospital, Chicago State Tuberculosis Sanitarium, Institute for Juvenile Research, and the Illinois State Psychiatric and Pediatric Institutes.

Special research facilities include a Center for the Study of Medical Education, the Eye and Ear Infirmary, the Research Resources Laboratory, the Medical Research Laboratory, a Drug and Horticultural Experiment Station (at Lisle), and the Library for Medical Sciences, one of the largest and most complete medical libraries in the United States. The School of Associated Medical Sciences offers four baccalaureate programs — medical art, medical record administration, medical technology, and occupational therapy.

Additional units of the Medical Center are the Division of Services for Crippled Children, with a central business office in Springfield and regional and district offices throughout the state, and the Institution for Tuberculosis Research, which was set up in 1950 to produce the vaccine BCG and to pursue related studies in tuberculosis immunity.

ASSOCIATED AGENCIES

University of Illinois Alumni Association. The Alumni Association was founded in 1873 to foster continuance of close ties of former students with their alma mater.

The Alumni Association publishes the *Alumni News*, which has eight issues a year; encourages activities of Illini Clubs throughout the nation

and overseas; solicits alumni support for University activities; and arranges class reunions and other functions.

Constituent alumni associations of colleges, schools, and departments carry on programs under aegis of the University Alumni Association. Such organizations exist in Aeronautical and Astronautical Engineering, Agriculture, Architecture, Art, Ceramic Engineering, Chemistry and Chemical Engineering, Civil Engineering, Commerce and Business Administration, Communications, Education, Electrical Engineering, General Engineering, Geology, Law, Mechanical and Industrial Engineering, Music, Physical Education, Physical Education for Women, Speech, and Veterinary Medicine, all at Urbana-Champaign; Business Administration at Chicago Circle; and, at the Medical Center, Dentistry, Medicine, Nursing, Occupational Therapy, and Pharmacy.

University of Illinois Athletic Association. The Athletic Association is a non-profit corporation which conducts intercollegiate sports. It is governed by a board of directors appointed by the University of Illinois Board of Trustees, with both faculty and alumni membership. An Athletic Council, composed of students, faculty, and alumni, governs selection of cheerleaders and student managers and grants letter awards. The University's policies on eligibility are established by the Urbana-Champaign Senate, upon recommendation of its Committee on Athletics and Recreation.

The University is a member of the Intercollegiate Conference (Big Ten), and the President of the University appoints the University's official Faculty Representative to the Intercollegiate Conference.

The Athletic Association is self-supporting. However, its budget must be approved by the University Board of Trustees.

University of Illinois Citizens Committee. The Citizens Committee is made up of about 350 influential citizens of Illinois. These men and women are interested in their state university; but, for the most part, they are not among its alumni. The group does, however, include all former members of the University of Illinois Board of Trustees. The Committee serves as a sounding board of general opinion in the formation of University policy, and provides officers of the University with an opportunity to inform these key citizens about its accomplishments, aspirations, and needs. Members are appointed by the Board of Trustees for three-year terms.

Meetings are held annually in each of the five regions.

University of Illinois Dads Association. The Dads Association, founded in 1922, has approximately 6,500 contributing members. It carries on

activities to benefit students, inform parents, and support the University. These include an annual series of summer meetings on campus to acquaint parents with campus life; financing of nine scholarships; publication of the monthly newspaper, *Dads Illini*; and Dad's Day weekend on campus. In summary, the organization provides the medium for establishing a personal relationship with the University by including each member dad in the University family.

University of Illinois Foundation. The Foundation, established in 1935, is the fund-raising arm of the University. It seeks gifts from alumni and other friends through mailings, personal contacts, and campaigns in major cities throughout the United States. Chiefly through a new unit, University Patents, Inc., the Foundation has the responsibility for the University's patent promotion program, with income going to University projects. The Foundation also acts as fiscal agent for the University, chiefly in the purchase or lease of properties the University wants to acquire.

University of Illinois Mothers Association. Founded in 1923, the Mothers Association serves students, parents, and the University. The Association supports scholarships and financial assistance to the Students' Aid Fund and honors first semester freshmen who attain straight "A" academic averages with awards sent to the high schools from which they were graduated.

Student Survival Kits, attractively packaged snack foods, were originated by the Mothers Association as a morale booster for students studying for final examinations. A quarterly newsletter, *Illini-Notes*, is mailed to all contributing members of the Association. The organization awards the Medallion of Honor annually to a person who by example and service has enriched the lives of others. With the Illini Union Student Activities Committee, the Association co-sponsors the annual Mother's Day weekend.

AFFILIATED AGENCIES

State Scientific Surveys. Three state scientific surveys are situated on the Urbana-Champaign campus. They are under the direction of the State Board of Natural Resources and Conservation, which is in the Illinois State Department of Registration and Education. The surveys are the Illinois State Natural History Survey and the Illinois Geological Survey, jointly occupying the Natural Resources Building at Peabody Drive and Sixth Street, and the Illinois State Water Survey, in the Water Resources Building on Springfield Avenue west of Wright Street. They cooperate with the University in the use of scientific staff and equipment. A few of the survey staff members have joint appointments on the University faculty. The

biennial budget of the surveys is entirely separate from that of the University, although for special research projects supported by non-state funds the University serves as the fiscal agent for the surveys. Survey staff members enjoy many University benefits.

State Universities Retirement System. The Office of the State Universities Retirement System is also situated on the Urbana-Champaign campus. This System provides a program of death and survivors benefits, disability benefits, and retirement benefits for academic and nonacademic employees of all state-supported institutions of higher education and of certain allied agencies. The System is affiliated with certain other retirement systems in the state through the operation of the Retirement Systems Reciprocal Act.

University Civil Service System of Illinois. The headquarters of the System are on the Urbana-Champaign campus of the University of Illinois. The Statute and Rules governing the System apply to all members of the nonacademic staff of the University. The System also serves institutions of higher learning governed by the Board of Trustees of Southern Illinois University, by the Board of Governors of State Colleges and Universities, and by the Board of Regents of the Regency University System, as well as employees of certain affiliated boards and agencies.

THE UNIVERSITY BUDGET

The University has not one budget, but several, and budget-making is a year-round process.

Every year, the chief University administrative officers and spokesmen for the Board of Trustees present the University's budget requests to the General Assembly. There are two separate budget requests: one for the operating budget and one for the capital budget.

Legislative Budget for Operations. Before the University spokesmen go to Springfield with the University requests, the budget has been many months in formation. A large portion of the budget is based upon formulas developed by the staff of the State Board of Higher Education in consultation with representatives of the various state universities. For the remainder of the requests, first action is on the departmental level, when the department heads or chairmen, often assisted by departmental committees, state their departments' needs for the following year. These departmental requests are sifted and studied by the deans and directors of the colleges and schools, assisted by their executive committees. College budget requests are sent to the Chancellor for review. The Chancellor's recommendations are submitted to the President and are then reviewed by the University

Budget Committee, consisting of the Executive Vice-President and Provost as chairman, the Vice-President and Comptroller, the Chancellors, and the chairman of the Senate budget committees. The budget is submitted by the President to the Board of Trustees for approval. The State Board of Higher Education reviews the budget requests and makes a report to the Governor and the legislative bodies.

After the budget request has been sent to Springfield, it becomes the basis for a number of hearings at which the University officials and trustees appear in its behalf. First to consider it is the Illinois Budgetary Commission, made up jointly of members of both houses of the General Assembly. Then the Governor and his financial advisers go over it and arrive at a figure which the Governor is willing to recommend in his budgetary message. As the legislative session goes into the spring months, the University's monetary request is considered at separate hearings of the Senate and House appropriations committees, and is passed in open sessions of both houses before going to the Governor for signature.

Legislative Budget for Capital Improvements. The capital, or building, budget comes into being in a slightly different way. Requests from the departments are forwarded to the respective colleges, and thence from the colleges are routed to the Chancellor at each campus who refers them to the Campus Planning Committee (one on each campus) which reviews them and makes recommendations to the Chancellor. Each Chancellor transmits his recommendations to the Executive Vice-President and Provost, who is chairman of the University Building Program Committee. In addition to the Executive Vice-President and Provost as chairman, the membership of the latter committee consists of the Chancellors, the Vice-President and Comptroller, and the chairmen of the three campus planning committees. The recommendations of the University Building Program Committee are submitted to the President, who submits his recommendations to the Board of Trustees.

Detailed Operating Budget. In the spring of each year the Chancellors send allotments to the colleges and administrative units, based upon the legislative budget requests. Each department then prepares its detailed budget by individual positions, plus funds for wages, expense, and equipment. These budgets are submitted through administrative channels to the Board of Trustees for approval. This budget includes not only the state appropriations but all other funds of the University. Contracts for continuing members of the staff are written from the budget.

Budget and Financial Information. The action of the Board of Trustees on the various budgets appears in the *Faculty Letter* at the appropriate times. Financial information for the past fiscal year is included in the publication entitled *Your Money, Your University*, which is distributed to faculty and departmental offices during the winter.

Employment Policies and Procedures

Employees of the University of Illinois are classified as academic or non-academic. This booklet is addressed to the academic staff — the faculty — those individuals engaged in teaching, research, administration, and service.

The University Statutes recognize these academic ranks: professor, associate professor, assistant professor, instructor or research associate, and assistant. Graduate assistants are of two types — research and teaching; they are assigned to their duties by the executive officer of the department.

Appropriate academic rank, with its rights and privileges, may be accorded members of the administrative staff.

The University of Illinois with a long tradition of nondiscrimination in employment seeks to take an increasingly more positive position. Realizing that past conditions and attitudes can not be changed by statements which merely declare the University to be an equal opportunity employer, the University now recruits employees from among those traditionally left out of jobs. Furthermore, the University has established training programs which will assist those who need to upgrade their skills. It is hoped this policy of recruitment and training will relieve some of the economic stress that exists in the community.

APPOINTMENTS AND TENURE

Recommendations for faculty appointments and reappointments originate at the department level and are reviewed successively by the dean or director, the Dean of the Graduate College (if the appointment involves a person who may be expected to offer courses which carry graduate credit), the Chancellor, and the President, who makes the final recommendation to the Board of Trustees, the appointing agency. During the course of

this review, the Office of Business Affairs checks concerning availability of funds for the appointment.

Contracts and renewals are usually sent to faculty members in July or August; they must be signed and returned to the Secretary of the Board to complete the record. (Delay in acceptance of a contract may result in delay in payment of salary.) As a rule, however, members of the faculty in nontenure positions are informed concerning renewal and terms of their appointments several months before contracts are issued.

Except under unusual circumstances evidenced by special written agreement approved by the President of the University and the appointee, the tenure for the academic ranks of professor, associate professor, assistant professor, instructor, and research associate are as provided in Section 38 of the University Statutes.

An appointment as professor or associate professor is normally for an indefinite term (colloquially, they "have tenure"), except that first appointments or temporary appointments may be made for shorter periods.

Ordinarily, appointments as assistant professor, instructor, or research associate are for one year. However, upon the completion of a probationary period of seven academic years, as defined in Section 38(b) of the University Statutes, an assistant professor, instructor, or research associate may be reappointed for an indefinite term.

Assistants do not receive formal contracts, but are notified by their department when their employment has been approved.

Tenure is terminated by expiration of term of employment, honorable retirement, resignation, or discharge for cause. Section 38 of the University Statutes gives further explanation of tenure termination for cause.

ACADEMIC FREEDOM

The University establishes its position on academic freedom in Section 39 of the University Statutes.

PROMOTIONS

Decisions to recommend promotions usually are made by the department head, aided by a departmental committee. These proposals are then considered by the dean and the college executive committee and sent to the Chancellor. Recommendations for promotion to the ranks of associate and full professor are reviewed by a Committee on Promotions. All recommendations are then reviewed by the Dean of the Graduate College and by the Chancellor. In the light of this process of review, the President makes recommendations to the Board of Trustees for final action.

Statutes provide that in recommending appointments, promotions, and salary increases, administrators give special consideration to teaching ability and performance, research ability and achievement, and general usefulness or promise of usefulness to the University, whichever are applicable.

SALARIES

While salaries thus are based on merit and may vary widely within ranks, the Board of Trustees has established the following minimums, effective for 1969-70:

<i>Rank</i>	<i>Nine-Month Appointment</i>	<i>Twelve-Month Appointment</i>
Professor	\$12,700	\$15,500
Associate Professor	10,000	12,200
Assistant Professor	8,000	9,800
Instructor	6,200	7,600
Research Associate	5,800	7,100
Assistant	5,400	6,600

Nine-month appointees who teach in the summer session receive extra pay at the monthly rate of one-ninth of their full-time rate.

Any summer employment, whether for teaching or research, is limited to two months beyond the nine-month academic year.

As a rule, full-time employees receive no compensation for services in excess of a normal schedule, except for a reasonable amount of instruction in the Division of University Extension or grading special examinations. Pay rates for correspondence courses are \$3.00, grading each lesson; \$4.00, grading each standardized final examination; and \$6.00, grading each individualized examination. Pay rates per class hour for extension teaching follow:

<i>Rank</i>	<i>Campus (including twenty-mile radius)</i>	<i>Off-Campus</i>
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EXTRAMURAL CLASSES

Professor	\$29.50	\$32.00
Associate Professor	23.00	25.50
Assistant Professor	16.50	19.00
Instructor	12.50	15.00
Assistant	11.00	13.50

(Bonus for 400-level courses: for professors, \$4.00 per teaching hour; for others, \$3.00 per teaching hour.)

SHORT COURSES AND CONFERENCES

Professor	\$27.00	\$37.00
Associate Professor	24.00	32.00
Assistant Professor	21.00	27.00
Instructor and Assistant	18.00	23.00

Appointments to the academic staff of the Division of University Extension are made on recommendation of the Dean of University Extension in consultation with the departmental executive officer.

All faculty members are paid in 12 monthly installments. Part-time assistants employed on a nine-month basis receive their salaries in 10 installments, of which the first and last are one-half normal size and the other eight full installments. Salary checks are received on the first working day of the month for the previous months' employment.

Those members of the faculty who are appointed for the academic year (September 16 through June 15) may take other employment during the summer months if they so desire. However, they are expected to report for any departmental meetings before registration.

Twelve-month appointees receive one month's vacation with pay each year. Vacations are not cumulative, but a deferred vacation may be arranged at the request of the appointee or of his department. Deferred vacations must be taken within the succeeding 12 months.

TEACHING LOAD

The teaching load during the months of employment is set by the departments.

HOLIDAYS

Holidays recognized by the University are New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas, and other such days as may be determined by the President of the University or the Chancellor.

RESIGNATIONS

Resignation before a contract expires is accomplished by a letter addressed to the President but submitted to the department head, who forwards it to his dean for transmittal to the Chancellor and the President. For members on 12-month appointment, with allowable vacation, salary payments stop at the date of termination if during the first year of service; after a full year of service, a pro rata share of earned vacation is paid.

For members on academic-year appointment, the total payment equals

a percentage of the annual salary determined by the services rendered from September 16 to date of termination, in relation to the period from September 16 to June 15.

In line with general practice in educational institutions, resignations to be effective before the end of an academic year are looked on with disfavor in the absence of conditions, such as illness, which make fulfillment of contract terms extremely difficult if not impossible.

PAYROLL FORMS AND PROCEDURES

New employees can not be put on the University payroll until the following forms, which are sent to them by the Office of Business Affairs, have been completed and returned to the Bursar:

Check Distribution Forms. Through use of these forms, you can authorize the Bursar to mail your salary check to your office or home, or directly to your bank for deposit.

Employee Withholding Exemption Certificate. This form provides the University with the number of tax exemptions to be used in computing withholding for income taxes. Additional withholding, above the minimum required by law, is provided for if the faculty member desires it.

Retirement Option Card. New staff members who are appointed to temporary positions at one-half time or more must indicate whether they wish to participate in the Retirement System during their first year of service. Participation is mandatory after the first year for such employees. When you join the Retirement System, the employee contribution is deducted from your check each pay period.

Faculty members also receive from the Office of Business Affairs a staff identification card, issued annually, which is needed to use the Library, to purchase Athletic Association ticket books, and for other staff privileges.

All new employees of the University, unless excepted by the President, are required to take a physical examination, in a form prescribed by the Director of the Health Service. Employees securing a rating of "unemployable" may not be employed, except on approval of the President. A new faculty member should call the Health Service (333-2717) for an appointment for a physical examination, as soon as possible after beginning work.

ABSENCES

Absences from duty must be reported to the department office. Reports of sick leave, vacation, and absence for other than regular business reasons are forwarded through the department to the dean and sometimes to the Chancellor. Any question about the propriety of an absence is referred

by the department executive officer to the dean and the Chancellor for recommendation and approval.

LEAVES OF ABSENCES

Leaves of absence, with or without pay, for study, research, or other professional reasons may be granted to a member of the faculty under certain conditions. Recommendations for sabbatical leaves or leaves without pay originate with the department and are approved by the dean, the Chancellor, the President, and the Board of Trustees.

Sabbatical Leaves of Absence. Section 40 of the University of Illinois Statutes provides that “on the recommendation of the head or chairman of a department, and with the approval of the dean of the college, director of the school or director of the institute, the Chancellor, the President, and the Board of Trustees, a member of the faculty who has the rank of professor, associate professor, or assistant professor, and who has served the University for the periods indicated below on full-time appointment as an instructor or in higher rank since his original appointment or since the termination of his last leave on salary, may be granted leave of absence with pay for the purpose of study, research, or other pursuit, the object of which is to increase his usefulness to the University; the following options are available:

“(1) After completion of six appointment years of full-time service, a member of the faculty is eligible to apply for sabbatical leave for:

one appointment year at half salary; or

one-half of an appointment year at full salary; or

two-thirds of an appointment year (i.e., two quarters) at three-fourths salary.

“(2) After completion of four appointment years of full-time service, a member of the faculty is eligible to apply for leave for:

two-thirds of an appointment year (i.e., two quarters) at one-half salary; or

one-third of an appointment year (one quarter) at full salary.

“(3) After completion of three appointment years of full-time service, and in cases where the interest of the department and the University would clearly be served thereby, leave may be granted for one-half an appointment year at half pay, provided that the granting of such leave does not involve expense to the University in excess of the portion of the salary released in consequence of the granting of such leave.

“In recommending a leave with pay according to any of the options provided above,” the Statutes continue, “it shall be understood by all recom-

mending officers concerned that the department in which the applicant is teaching or working undertakes, so far as is practicable, to carry on during his absence without increase in the departmental budget, such part of his work as the interests of the department and of the University require to be continued without interruption during the period in which he is 'absent.' "

Service credit for leaves of absence with pay is not cumulative. Each person who has been on sabbatical must on return make a report through the usual official channels to the Chancellor concerning the nature of the studies, research, or other work undertaken by him while on sabbatical leave.

A faculty member who receives a sabbatical leave must agree to return to the University upon completion of that leave and remain in its service for at least one year thereafter. The University, on its part, agrees to retain him for the period of one year after his return.

No one on sabbatical may accept remunerative employment or engage in professional practice or work for which he receives pecuniary compensation. This prohibition, however, should not be construed as forbidding a faculty member while on leave from giving a limited number of lectures or engaging in limited amounts of other work. But in such cases the approval of the Chancellor to the giving of the lectures or the doing of other work is required. A faculty member while on leave may accept a scholarship or fellowship carrying a stipend for purposes of study, research, or scientific investigation, or accept a grant of money made for such purposes, providing the acceptance of the grant does not impose duties on the recipient incompatible with the general purpose of the sabbatical leave.

Leaves of Absence Without Pay. Such leaves may be granted by the Chancellor on recommendation of the department head and dean, but rarely extend beyond a year. A request for such leave should be made as far in advance as possible, so that neither instruction nor research programs will be interrupted. An employee on leave of absence without pay may, if he wishes, continue his contribution to the Retirement System during his absence. However, if he does not return to the University at the end of his leave, he may not count the period of absence as "service credit" in the Retirement System. His payments will be refunded to him and the termination of employment will be considered the date on which his leave began.

An employee on leave may continue his University group insurance by getting in contact with the insurance office on his campus before the effective date of the leave and arranging to pay the premiums for the term of the leave.

Faculty members on 12-month appointment who serve in the armed forces reserves may go on active duty two weeks each year without losing vacation time. Those called to full-time active duty may request and receive leaves of absence.

Full-time staff members who are satisfactorily fulfilling their University obligations may carry on some professional or business activities of an income-producing character when such activities are not in conflict with University interests. The head of the department of which the employee is a member should know and approve of these activities outside the University.

INSURANCE

The University has a contract with an insurance company which makes available a voluntary hospital, medical, and surgical insurance program for staff and dependents, a term life insurance program, and a personal accident insurance program.

New employees are given 90 days from date of employment to enroll. Under the hospital, medical, and surgical program, premiums are paid by payroll deduction, with the University paying part of the cost. No medical examination is required.

The term life insurance program provides a \$5,000 or a \$10,000 policy which can be increased each year up to a maximum of \$40,000. No medical examination is required for coverage of the faculty member or his children; however, coverage of the spouse is limited to \$10,000 and requires evidence of satisfactory health.

The accident insurance plan is open to faculty members and spouses, and is available in amounts of \$10,000, \$25,000, \$50,000, or \$100,000. The enrollment period is the month of April.

The Insurance Office, 209 Administration Building, 333-3110, will answer questions about either service and supply literature outlining specific benefits.

SALARY-ANNUITY OPTION

The University offers a salary annuity program (tax sheltered annuities) which is a means of reducing current salary, before income tax, and deferring the compensation to a future date. Dividends and interest are not subject to current income taxes. All funds are taxable as ordinary income as they are received in form of cash withdrawals or annuity payments. Both fixed dollar and variable annuities are available under the program. This program is voluntary and does not affect benefits under the Univer-

sity Retirement System. Brochures and enrollment cards are available at the Insurance Office, 209 Administration Building, 333-3110.

SAVINGS BONDS

United States Savings Bonds may be purchased through authorized payroll deductions. Contact the Payroll Division of the Bursar's Office.

RETIREMENT SYSTEM

Every person whose employment is considered as permanent is required to participate in the State Universities Retirement System effective the beginning date of employment. A person other than a student who is employed on a temporary basis at one-half time or more in a position in which services are expected to be rendered on a continuous basis for at least one school year is required to become a member after one year of such employment and may elect to become a member during the first year. A student who is enrolled and is regularly attending classes is not eligible to participate unless he is employed on a permanent or full-time basis. A person whose employment begins after September 1 following attainment of age sixty-eight is not eligible to participate.

Normal retirement contributions of 6½ per cent of full salary are deducted from the earnings of each employee. An additional ½ of 1 per cent is deducted to help finance an automatic annual increase in the retirement annuity. One per cent for survivors' insurance protection is also deducted; however, the survivors insurance contributions in excess of \$120 per year may be refunded to the employee or left on deposit with the Retirement System to provide for additional annuity. The total contributions of 8 per cent, including interest credits to the date of termination of employment, may be withdrawn in a lump sum if the employee leaves University employment.

A participant in the Retirement System may begin receiving his retirement annuity on or after age fifty-five. He must retire by September 1 following his sixty-eighth birthday unless deferment on a year-to-year basis is approved by the Board of Trustees of the University.

In order to qualify for a retirement annuity prior to age sixty-two, a person must: (1) have at least ten years of service after September 1, 1941, or (2) have at least eight years of service after September 1, 1941, and terminate his employment on or after age fifty-five.

In order to qualify for a retirement annuity to begin on or after age sixty-two, a person must have five or more years of service after September 1, 1941.

The general formula for determining the amount of the annuity is 1.67 per cent of average earnings during the high five consecutive years, multiplied by each of the first 10 years of service, 1.90 per cent for each year in excess of 10 but less than 20, 2.10 per cent for each year in excess of 20 but less than 30, and 2.30 per cent for each year in excess of 30. (If the annuity begins before age sixty, the amount would be reduced 6 per cent for each year of retirement before sixty.) The maximum annuity is 70 per cent of such average earnings for retirement at age sixty, 71 $\frac{2}{3}$ per cent at age sixty-one, 73 $\frac{1}{3}$ per cent at age sixty-two, 75 per cent at age 63, 76 $\frac{2}{3}$ per cent at age sixty-four, 78 $\frac{1}{3}$ per cent at age sixty-five, and 80 per cent on or after age sixty-six.

An alternative formula for calculation of the retirement annuity is applicable which will likely provide greater benefits for the member with a relatively short period of service who terminates his employment in Illinois at an early age. Under this formula, the member's retirement contribution of 6.5 per cent will be matched by employer contributions of 9.1 per cent. The combined contributions of 15.6 per cent of earnings will be credited with interest until the member begins drawing his retirement annuity. The amount of the annuity will depend upon the total accumulations of the member and his age at the time he elects to begin receiving his annuity. In calculating the retirement annuity, the Retirement System will use that formula which is most advantageous to the member.

The retirement annuity will be increased each year by 1 $\frac{1}{2}$ per cent of the annuity payable at retirement. The first increase will be effective on September 1 nearest the first anniversary of retirement, or September 1 nearest the sixty-first birthday, whichever is later.

DISABILITY BENEFITS

A University employee unable to perform his duties because of illness may be eligible for disability benefits from the Retirement System if he has been a member of the system for at least two years. Disability benefit protection for accidental disabilities is available immediately upon becoming a member of the Retirement System. Payments begin after 60 days of disability, or as soon thereafter as University salary payments cease. Retirement System disability benefits amount to 50 per cent of the employee's regular base salary, or 50 per cent of his average earnings during the 24 months immediately preceding disability, whichever is larger. Payments continue during disability until the total amount paid equals 50 per cent of the employee's total earnings received while a member of the Retirement System, but in no event beyond September 1 following his sixty-eighth birthday.

A member of the faculty is entitled to 15 calendar days of sick leave each year on a non-cumulative basis, plus these other disability benefits:

1. An extended disability leave of 10 calendar days with full pay during each year of service. The unused part of this extended leave may be carried over from year to year until it reaches a maximum of 60 days.
2. Subject to approval by the Chancellor, a member who has completed at least three full years on the faculty, and whose work can be suspended or assimilated by his colleagues, may be granted a disability leave with full pay for a period (including the annual and extended leaves) not to exceed one-half of his appointed year.
3. Illness beginning during a vacation or on a holiday or weekend need not result in deduction of time from annual leave or sick leave.

The University may require acceptable evidence of illness or disability during the time a faculty member is receiving sick pay.

DEATH AND SURVIVORS' INSURANCE BENEFITS

A death benefit, consisting of a refund of the employee's normal retirement contributions and interest, is payable to the beneficiary of a participant in the Retirement System. In addition, an amount from \$1,000 to \$5,000, according to the dependency status of the beneficiary and the average earnings of the employee, is payable from employer contributions to the beneficiary of an employee currently participating in the system.

If the employee has participated in the Retirement System for at least one and one-half years (10 years if death occurs after termination of employment), his widow, unmarried children under age eighteen, or dependent widower or parent, may qualify for the following benefits in lieu of the above payment from employer contributions, at the option of the beneficiary:

1. Lump sum survivors insurance payment of \$1,000 plus
2. Monthly survivors annuity of up to \$350 if children under age eighteen survive or up to \$200 to a widow or dependent widower or dependent parent over age fifty-five.

A different schedule of death and survivors benefits is payable when death occurs after the employee qualifies for a retirement annuity.

For detailed information regarding the schedule of benefits and eligibility requirements under the State Universities Retirement System, consult *State Universities Retirement System Handbook of Information*. This pamphlet is available from the State Universities Retirement System, 807 South Lincoln Avenue, Urbana.

Instructional Information

CLASSROOM POLICIES AND PROCEDURES

Grading System. The University of Illinois grades on the letter system, and grade-point averages for students are compiled. The grades, their meanings, and the point equivalents are:

<i>Grade</i>	<i>Meaning</i>	<i>Point-value</i>
A	excellent	5.0
B	good	4.0
C	fair	3.0
D	poor (but passing)	2.0
E	failure	1.0
Ab	absent from final examination without excuse; counts as failure	1.0
Ex	temporarily excused, an approved extension of time to complete the final examination or other course requirements; applies to undergraduate and graduate students (see Undergraduate Study catalog for more complete statement of rules)	
Df	grade temporarily deferred (used only in graduate thesis research courses, undergraduate honors and special problems courses, and other approved courses which extend over more than one semester)	
S	satisfactory	} used in graduate thesis research courses, specially approved courses, and undergraduate and graduate courses given for zero credit
U	unsatisfactory	
P	pass	} used in undergraduate courses taken under pass-fail option
F	fail	
Pass	used only in courses passed by special or proficiency examination	
Fail	used only in courses attempted, but not passed, by special examination; failures in proficiency examinations are not reported	

In addition to the above grades, instructors in the College of Law are authorized to assign grades of "B+" and "C+" (4.5 and 3.5 point value, respectively).

Class Attendance. Class attendance is expected at the University, but the instructor decides when a student's absences become excessive and should be reported.

If the attendance of a student becomes so irregular that his scholarship is likely to be impaired, the form "Report of Irregular Attendance" should be used to inform the Dean of Student Personnel, who will notify the dean of the student's college. If irregular attendance continues to make continuation of the student in the course unprofitable, a second report on the same form should be sent to the Dean of Student Personnel. The instructor will be notified if the student is dropped by the dean of his college, and if a grade of "E" is assigned.

Students should not be sent to the Health Service to get explanations of absences from class. A student must explain absences and present supporting evidence to instructors on request, but an instructor need not request such an explanation unless he believes absences are impairing the student's scholastic standing.

If the instructor wishes to verify a student's reported illness or withdrawal from school, he should call the office of the college in which the student is registered. Withdrawals are reported to instructors, but the notices often are delayed in reaching them.

If a student has a statement from a private physician explaining his class absences, the instructor must decide whether or not to accept the explanation.

Excuses are issued only to permit extension of time to complete the final examination or other requirements of the course and only by the undergraduate student's college office. Such excuses are issued for graduate students by the instructor in the course.

Student Field Trips. When student field trips are to be taken as a part of course work, the instructor should notify his department head.

If travel is by private vehicle, the instructor should check to see that it is properly insured.

Promptness. A student tradition, long nurtured at the University by generations of undergraduates yet never made official policy, provides that a class need wait for a full professor no longer than 10 minutes after the bell, and progressively less time as the rank of the teacher diminishes.

Thus, a faculty member who is not prompt may find himself without a class to teach.

FINAL EXAMINATIONS

Final examinations are given in accordance with the schedule prepared by the Office of Admissions and Records. All faculty members are ex-

pected to follow that schedule and not to arrange final examinations at other times, unless a different examination time is approved in advance by the Chancellor. Requests for change should be submitted through the executive officer of the department in which the course is offered and the dean of the appropriate college.

TEXTBOOKS

Instructors wishing to assign certain textbooks must first notify their department office. Forms are then prepared, signed by the head of the department, sent to the Office of the Vice-Chancellor for Academic Affairs, and then to local bookstores.

TUTORING

The University has no tutoring policy per se. Most colleges and departments have lists of tutors for hire. Various student groups also provide some tutoring help; to find out about these, students should be referred to the Student Personnel Office, 130 Student Services Building. There is also a list of tutors on file in the reference room of the Library. Special clinics in reading and study methods are offered by the Student Counseling Service.

CHEATING

Careful proctoring of examinations is expected of all instructors. Evidence of cheating should be assembled and presented to the department head. It will be his responsibility to send it on through the appropriate channels. For details of procedure, consult Official Notice No. 73, or *Faculty Letter* 78, May 28, 1964, available in department offices.

DISCIPLINE

Policies concerning student discipline are established by the Senate Committee on Student Discipline, consisting of the deans of all the colleges, plus the Dean of Students, one undergraduate student, and one graduate student. At Urbana-Champaign, appointed Subcommittees on Student Discipline (with student representatives) have original jurisdiction to hear and render decisions in all disciplinary cases involving undergraduates. The parent committee may assume original jurisdiction in serious discipline cases.

Rules on student conduct and procedures are discussed in three booklets: *Regulations Applying to All Undergraduate Students*, available from the Office of Admissions and Records, *The Code on Undergraduate Student*

Affairs, available from the Office of the Dean of Students, and *Undergraduate Student Discipline*, available at the office of the Senate Committee on Discipline, 310 Student Services Building.

STUDENT-FACULTY RELATIONSHIPS

More than 400 organizations on the campus enlist undergraduate members, and one of the assignments faculty members sometimes receive is to serve as advisers to these groups. Some are honorary, some professional, and others fall into a miscellaneous grouping. Serving as an adviser is one of the ways that teachers can work personally and closely with students, and the faculty member generally finds the duty highly rewarding.

"Headquarters" for most extracurricular activities for undergraduate students is the Illini Union. The Office of Student Organizations, in Room 278, provides complete listings of all such organizations and activities. (They may also be found in the *Illinibook*, a fact-date book published by the Illini Union and the University Press, and in the *Student Handbook* for undergraduates on the Urbana-Champaign campus.) Illini Union Student Activities, through special committees, sponsors many major campus events, such as Homecoming, spring festival, and student musicals. Its offices, along with offices of many other major activities, are on the second floor of the Illini Union.

Major outlets for extracurricular work include Volunteer Illini Projects, University Theatre, Star Course, athletics, the Undergraduate Student Association, publications, various music organizations, religious groups, and others.

STUDENT GOVERNMENT

The campuswide agency of undergraduate student government is the Undergraduate Student Association, which is directed by an eleven-member steering committee elected at large. The organization, in its first year, supercedes Student Senate and provides the students a role in the making of policy regarding campus activities.

There are also the following special organizations:

Interfraternity Council, legislative and governing body of the 58 social fraternities.

Men's Independent Association, brother organization to IFC, governing those who live in organized independent houses for men, aside from the residence halls.

Men's Residence Halls Association, governing residents in the University residence halls for men.

Panhellenic Council, governing body of the 25 social sororities.

Women's Independent Student Association, governing residents living in University residence halls for women and in rooming houses.

Each of the coed halls has its own separate government. The halls are Illinois Street, Florida Avenue, and Pennsylvania Avenue Residence Halls, Bromley Hall, and Illini Tower.

SPECIAL OPPORTUNITIES FOR STUDENTS

New Student Program. Freshmen and other undergraduates entering the University of Illinois at Urbana-Champaign in September or February take part in a New Student Program — an introduction to college study, student life, and the campus community — during the week preceding the beginning of classes.

Edmund J. James Scholars. Entering freshmen with outstanding high school records and resident freshmen with superior academic records in the University may apply for appointment as James Scholars. Transfers and resident students not initially chosen as freshmen may apply to the program at any time prior to the beginning of the junior year. James Scholars must carry at least one honors course each semester when available and are expected to maintain at least the minimum grade-point average specified by their college. The names of James Scholars with 4.5 or higher averages are especially noted in the Honors Day Book each year.

Honors Day. Outstanding undergraduate scholarship is recognized annually at the Honors Day Convocation in May. Dean's List recognition is given to those full-time students who have achieved grade averages of 4.0 or higher since the previous Honors Day Convocation.

Bronze Tablet. Bronze Tablet seniors are those who have accumulated an average of at least 4.5 ("A—") and rank in the upper 3 per cent of their college class and have earned at least 40 semester hours at the University of Illinois through the semester prior to graduation. The tablets are mounted in the corridors of the main Library.

Graduation with Honors. Conditions under which candidates for degrees may be recommended for graduation with honors or distinction in the major field vary from college to college. Details may be found in the Undergraduate Study catalog.

Special Educational Opportunities Program. A Special Educational Opportunities Program has been developed at Urbana-Champaign for those students who might not otherwise be able to enter and to continue their education at the college level, and who need special services to realize

their full potentialities. Removing the financial, academic, and social impediments to the success of these students constitutes a growing part of the University's role.

DEAN OF STUDENTS' OFFICE

The Dean of Students' Office coordinates all phases of student life outside the classroom. Directly under this office are the Dean of Student Programs and Services and his staff, the Dean of Student Personnel and her staff, and the Director of the Office of Foreign Student Affairs.

The Dean of Students also has supervision (in some cases jointly with other agencies) of other phases of campus life that affect students—student housing, student financial aids (employment, loans, and scholarships), and others.

Thus, the Dean of Students and his aids form the general administrative agency of the University in all matters pertaining to student life that have not been specifically delegated to other offices. Staff members assist students in the solution of personal, financial, social, housing, and extra-curricular problems, referring them when appropriate to other offices or agencies. They consult with parents, guardians, instructors, and other interested parties regarding problems of individual students or of student groups.

COUNSELING

Every faculty member has some part in counseling activities through conferences with students enrolled in his classes, through registration assignments, and in social meetings. Faculty members who have been assigned additional specific counseling duties are listed in the faculty guide, *Advising and Counseling Undergraduate Students*.

Faculty members may refer students to the Student Counseling Service for professional counseling if in their judgment such attention is needed. The Mental Health Division of the Health Service provides psychiatric consultation for students who need it.

PLACEMENT SERVICES

Recognizing that employment in a satisfying vocation is an ultimate goal of the student, the University provides placement services to help students and alumni find employment opportunities appropriate to their training, abilities, and interests.

These services include a number of college and department placement offices plus the Coordinating Placement Office which coordinates place-

ment activities of the various offices, promotes all-campus placement programs, and aids students from academic areas not served by specialized placement offices. The University also maintains a placement office in Chicago.

Students are encouraged to discuss career plans with placement officers early in their college life and to make full use of the psychological testing and vocational counseling services of the Student Counseling Service.

SPECIAL GROUPS OF STUDENTS

Students with special problems receive special kinds of assistance. The Director of the Office of Foreign Student Affairs provides many kinds of information and aid to the many foreign students attending the University. The Veterans' Office helps veterans obtain state and federal benefits. The Division of Rehabilitation-Education Services gives assistance to wheel-chair students and others with physical disabilities. The Special Educational Opportunities Program Office aids students in the SEOP in various ways.

Cultural, Social, and Recreational Opportunities

Illini Union. The Illini Union is the University's front door as well as its community center. It serves the entire University family — students, faculty, staff, alumni, and guests.

The Union is more than a building with many facilities; it is also an organization with a program of activities designed to complement the cultural, social, and recreational life of the campus.

The Union combines in one establishment a cafeteria, a snack bar, waiter service dining rooms, a vending service dining room, ballrooms, guest rooms, bowling lanes, a lost and found office, notary public and check-cashing services, a browsing library, a paperback book center, a billiard room, accommodations for meetings and banquets, and other facilities. Offices of the Alumni Association and the University of Illinois Foundation are housed here.

The Illini Union has a formal art gallery on the first floor and a corridor gallery near the cafeteria. Exhibits for these galleries are chosen by a student committee. Other exhibits are shown in display cases in Union corridors.

The Illini Union Student Activities program coordinates many extracurricular interests of students, while the Faculty-Staff Social Committee plans programs specifically for the general University faculty and staff. The activities include the President's and Chancellor's Reception, Christmas Formal, and Town and Gown dance.

An outline of Union facilities and services is included in the *Illinibook*, available at campus area bookstores.

CULTURAL OPPORTUNITIES

Festival of Contemporary Arts. The Festival, originated in 1948 and now held in March of odd-number years, is a program of importance in the artistic world.

The Festival embraces many forms of creative expression, and brings recent works to the campus, often for their initial presentation. Frequently they are of an experimental nature.

One of the major events is the Exhibition of Contemporary American Painting and Sculpture, a national invitational show usually consisting of approximately 150 items chosen by a committee which travels from coast to coast to make selections. A comprehensive catalog including extensive documentation on contemporary artists is published. Frequently visiting artists, whose work is represented in the exhibit, lecture or give demonstrations. The University has purchased paintings, sculpture, and craft items for its permanent collection from each of the Festival shows.

The Festival places great emphasis on music, and performances are given by orchestral, choral, operatic, and chamber music groups. A number of important commissions have been given leading composers for new works, and major musical organizations and performers from elsewhere have been invited to participate. Particularly valuable have been the experiences student musicians have had working under such conductors as Beecham, Stravinsky, Hindemith, and Ansermet.

Exhibits show new developments in architecture, urban planning, landscape architecture, photography, and crafts. Major dance productions are scheduled. The University Press offers an exhibition of work in typographical design. Programs of experimental films are offered. The Home Economics Department demonstrates aspects of its work closely associated with the fine arts. Lectures in contemporary literature bring authors and critics to the campus. The University Theatre produces a new play as part of the Festival, sometimes with the participation of the author.

Attendance at the Festival has been large, with many visitors from distant places. The biennial event has attracted national attention and, through its publications and recordings, has made itself felt in Europe as well.

Krannert Center for the Performing Arts. Opening of the \$20 million Krannert Center for the Performing Arts in April, 1969, insures the future of the University of Illinois as a creative center in the Midwest. The Center consists of four indoor theatres — the Great Hall, seating 2,100; the Festival Theatre, seating 985; the Playhouse, seating 678; and a Studio Theatre, seating 150 — plus an outdoor Amphitheatre, seating 560. It also includes rehearsal rooms, shops, offices, and other technical facilities for music, theatre, and dance. The Center is intended both as a training facility and as a year-round cultural center for the local communities.

Star Course. This is a nonprofit organization operated by students under the auspices of the University Concert and Entertainment Board. It brings to campus some of the world's finest classical artists in music, the dance, and drama in a subscription series. Star Course "extras" are usually more contemporary entertainers.

School of Music Concerts and Performing Organizations. The concert season includes regular performances by the Walden String Quartet of the University of Illinois, the Illinois Woodwind Quintet, faculty artists, students, and ensembles. Performing organizations include the University Symphony Orchestra, University Chamber Orchestra (composed of advanced instrumentalists), Wind Ensemble, Oratorio Society (open to faculty, students, and townspeople), University Choir, Men's Glee Club, Women's Glee Club, University Chorus, University Opera Group, Chamber Choir, University Jazz Band, and various vocal and instrumental ensembles.

University Bands. On-campus major concerts are presented in January, March, April, and June, with informal twilight concerts late in the Spring semester and during the Summer Session. In addition, the four bands participate in many University functions and appear in a number of off-campus concerts each year.

University Theatre. The University Theatre is the producing agent for the Department of Theatre. The annual production schedule includes an average of seven full-length plays, three children's theatre plays, a series of bills of one-act plays, and a series of new plays written by student playwrights.

The plays are presented in the Krannert Center for the Performing Arts. Participation in the productions is open to all students. For further information, inquire at the University Theatre Office, Room 4-122, Krannert Center.

Faculty Players. This organization includes members of the faculty and staff, and their families. An organization meeting is announced each fall, and the group presents one or two full-length plays each year.

Orchesis. Orchesis offers a workshop experience in modern dance technique, improvisation, and creative work. This is not a performing group and is open to all interested men and women regardless of previous dance experience.

Motion Pictures. The Film Society presents a subscription series of outstanding motion pictures, frequently classic or experimental films. Illini Union Movies offers select films from the recent past and some foreign films

at nominal admission prices. Cinemaguild presents classic motion pictures on a series basis. During the Summer Session, the Audio-Visual Aids Service offers several free public showings of educational and documentary films of unusual interest and potential classroom use. All of these, and individual offerings by departments and other units on campus, are announced in the weekly University Calendar.

Museums and Exhibits. Throughout the year, exhibits and displays are shown in University museums and other facilities. A first-floor gallery in the Architecture Building features exhibits in architecture. Exhibits in literature, fine arts, and special themes are displayed in the main corridors of the University Library, in various parts of the Illini Union, and in the Fine and Applied Arts Building.

Classical and European Culture Museum. This museum, situated on the fourth floor of Lincoln Hall, contains numerous original items and some casts of famous statues which illustrate the development of civilization from the Stone Age to the nineteenth century. Major holdings include ancient clay tablets, figurines, pottery, glassware, coins, lamps, books and manuscripts, medieval woodcarvings, theatre models and prints, pewter, brass, and china. During the academic year the Classical and European Culture Museum is open from 9:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m. Monday through Friday, 9:00 a.m. to 12:00 noon Saturday, and 2:00 to 5:00 p.m. Sunday. During Summer Session, it is open 10:00 a.m. to 12:00 noon and 1:00 to 3:30 p.m. Monday through Friday only.

Krannert Art Museum. The museum is a University building made possible by a gift from Mr. Herman C. Krannert, a graduate of the University, Mrs. Krannert, the Merle J. Trees family, the Class of 1908, and other donors. The museum includes seven major galleries, an auditorium, conference room, lounge, offices, and storage space for paintings, prints and drawings, minor arts, and sculpture. Its Trees Gallery houses the collection of paintings given to the University by the late Mr. and Mrs. Merle J. Trees. Among the many excellent works to be seen are portraits by Rembrandt, Frans Hals, Francois Clouet, Ambrosius Holbein, and Copley and landscapes by Teniers, Ruisdael, Pissarro, and Gauguin.

Also of major importance are paintings by the Italian early renaissance master, Ugo da Siena; by Bartolome Esteban Murillo, one of the most significant of the seventeenth century Spanish painters; by the Flemish master, Peter Paul Rubens; and by the eighteenth century French artist, Nicholas Lancret. All are gifts of Mrs. Herman C. Krannert, who has initiated an ambitious acquisitions program.

A collection of Balinese and East Asiatic textiles, wood carvings, metal

crafts, and prints was given to the University by Mr. and Mrs. Spencer Ewing. Chinese terra cottas and porcelains of the seventh through the eighteenth century have been presented by the Class of 1908. A large research collection of Pre-Columbian art from Peru was the gift of Mr. and Mrs. Fred Olsen and various other donors, largely from Illinois. Mr. and Mrs. Harlan E. Moore gave a large collection of English and American eighteenth and nineteenth century decorative arts, principally glass and ceramics, which is installed in a special gallery. Other important works in the permanent collections of the museum are contemporary American paintings and sculpture acquired since 1948 from the biennial Festival of Contemporary Art exhibitions. In addition to these and other collections owned by the University, the museum presents traveling exhibitions, work by faculty artists, and special exhibitions of crafts, contemporary home furnishings, photography, and historic art.

The museum is open to the public from 9:00 a.m. to 5:00 p.m. Monday through Saturday and from 2:00 to 5:00 p.m. Sunday. It is closed on national holidays.

Natural History Museum. Located in the Natural History Building, this museum contains 300,000 cataloged specimens in the fields of anthropology, biology, and geology. Specimens have been used in thesis research and other special problems, especially in the field of herpetology, mammalogy, ornithology, anatomy, and paleobotany. Exhibits in most phases of natural science, earth science, and anthropology are designed to supplement the laboratory work in various courses at the University. The Natural History Museum is open from 8:00 a.m. to 5:00 p.m. Monday through Saturday.

Assembly Hall. Convocations, conventions, conferences, expositions, operas, ballets, stage productions, ice shows, and athletic events are held during the year in this multi-purpose building. The ultra-modern domed structure was built at a cost of \$8,350,000 without the use of tax money; student fees and building income amortize the bonds.

The Assembly Hall's 16,000 permanent seats rank this structure with the largest arenas in major cities. Unique flexibility provides for reducing the seating to 7,700, 4,200, or 3,600, depending upon the most effective capacity for the event to be accommodated. Different combinations of equipment change the hall overnight from arena to proscenium theatre, so that on consecutive days it may house an academic procession, basketball game, Broadway drama, symphony orchestra, popular folk singing group, and ice show, each requiring a different physical setup.

Design and construction of the building have attracted wide attention. Its 400-foot dome and concrete seat bowl meet at a ring which is wound

with 614 miles of steel wire, the key feature in support of the structure. It has attracted audiences totaling more than 3,000,000 since opening in 1963.

SOCIAL OPPORTUNITIES

The communities of Champaign and Urbana have a wealth of social opportunities for University faculty members and their families. In the University itself, several organizations offer social outlets.

University Club. All faculty members are invited to join. The club, located at 1201 West Oregon Street, Urbana, offers meal service, facilities for private entertaining, and a program of social events. The latter include "armchair quarterback" sessions at which Illinois sports events are discussed by varsity coaches; women's luncheons and teas; after-game parties during the football season; dances; bridge tournaments; square dancing; and others. An annual feature is a reception for all new faculty. For information concerning membership or club functions, faculty members may call or visit the club.

University Women's Club. This organization is open to all faculty wives and to all women on the faculty or administrative staff. It has a calendar of social events throughout the year.

University Dames Club. This is an organization of student wives. The wife of any student, undergraduate or graduate, is invited to attend.

In addition to these all-University organizations, the wives of faculty members in many departments and colleges also have social organizations.

RECREATIONAL FACILITIES

Illini Grove. Situated at Pennsylvania and Lincoln avenues, the grove is a popular site for picnics and other outdoor gatherings. Sports and cooking equipment is available. Reservations should be made with the Office of Space Utilization, 333-1230. The area is open from May 1 to October 31.

Trial Garden of Annuals and Bedding Plants. This colorful, two-acre planting, near the intersection of Lincoln and Florida avenues in Urbana, is maintained by the Department of Horticulture as part of its teaching, research, and extension programs and as a public service. Over 1,500 varieties of flowering annuals are planted in rows for easy comparison; each is fully labeled, allowing home gardeners and professional plantsmen to note those having particular appeal. Items that grow best in partial shade are planted in special beds at the Floriculture Greenhouse on campus.

The Garden, one of the most complete and outstanding of its kind in this part of the country, has been designated an official All-American Selections Trial Garden and includes the current AAS entries each season. It is open to visitors daily from mid-June until mid-November; most varieties reach their peak of bloom in late July and early August. Several pieces of literature are available in a "help yourself" box at the entrance to the Trial Garden.

Robert Allerton Park. The park, near Monticello, 25 miles from the Urbana-Champaign campus, is an estate given to the University by Mr. Robert Allerton. The manor house is operated by the Division of University Extension as a conference center. The surrounding portion of the estate, 1,700 acres known as the Woodland Property — much of it untouched natural woodland — is called Robert Allerton Park. The remainder is in formal gardens studded with notable statuary collected by Mr. Allerton.

Picnic tables are available at the park. Those wishing meals served in Allerton House may request reservations by calling 333-3287.

Athletic Facilities. The University's athletic facilities include three swimming pools, 39 tennis courts, 24 bowling lanes, a billiard room, an ice rink, play fields, and basketball and handball and squash courts, all available for faculty use. There is a nine-hole golf course at the Urbana-Champaign campus and two eighteen-hole championship courses at nearby Savoy. A faculty bowling league competes throughout the academic year.

Programs for individual faculty and staff members and their wives and families are sponsored by the Division of Intramural Activities. Organized competitive activities for men include 16 sports. Equipment and/or areas are provided for faculty and staff families at a modest fee for such sports as badminton, basketball, and swimming. Information about these recreation programs may be obtained in 205 Huff Gymnasium (333-3510).

General University Policies and Procedures

EMPLOYMENT OF RELATIVES

Under the so-called “nepotism rule” to which the University subscribes as a general policy, the University does not employ for its academic or administrative staff a person who is related within the third degree, by blood or marriage, to any other person employed on either of these staffs.

The President may make exceptions to this rule to serve the best interests of the University. However, exceptions may not be made if one of the persons involved would have authority and responsibility in the appointment or promotion of the other.

The nepotism rule does not prevent such a relative of a faculty member from working on the nonacademic staff, nor does it bar a member of a faculty member’s family or a close relative from taking graduate work and holding a part-time job as a graduate assistant.

CITIZENSHIP REQUIREMENTS

As a general rule, indefinite tenure is not given to non-citizens unless there is satisfactory progress toward acquiring citizenship. Exceptions may be granted by the Board of Trustees upon recommendation of the President and the Chancellor following a favorable review of the candidate’s qualifications by a special committee consisting of the Vice-Chancellor for Academic Affairs, the Dean of the Graduate College, and the dean of the college in which the nomination originated.

(See “Business Policy and Procedure Manual,” Chapter V, page 8.)

EDUCATIONAL OPPORTUNITIES

A staff member is welcome to take course work, but if he holds academic rank as professor, associate professor, assistant professor, or research associate, he can not be considered a degree candidate at the University of Illinois.

University regulations restrict the credit that may be taken by a person who is employed by the University to the maxima shown below.

For those below the rank of assistant professor, the amount of course work that may be carried is limited by University regulations on the basis of the kind of job the prospective student holds. The normal amount of academic work is as follows:

<i>Regular Session Appointment</i>	<i>Normal Registration; No Special Permit Required</i>	<i>Maximum Overload; Requires Graduate College Approval</i>
¼ time	4 units	4¼ units
⅓ time	3¾ units	4 units
½ time	3 units	3½ units
⅔ time	2¼ units	3 units
¾ time	2 units	2¾ units
Full time	1 unit	2 units

<i>Summer Appointment</i>	<i>Maximum Load Eight-Week Term</i>
None	2½ units
¼ time	2 units
⅓ time	2 units
½ time	1¾ units
⅔ time	1½ units
¾ time	1¼ units
Full time	1 unit

A person on the academic or administrative staff of the University or the allied agencies is not charged tuition or the service fee if his appointment calls for at least 25 per cent but no more than 67 per cent of full-time service. Permanent nonacademic employees on appointment for at least 25 per cent of full-time service are also exempt from tuition and the service fee provided their registration does not exceed 10 semester hours or two and one-half units in the semester (five hours or one and one-quarter units in the summer session).

Additional details concerning exemptions in special cases may be obtained from the Office of Admissions and Records, fee assessment division.

TRAVEL

The department head or other administrative officer is responsible for the control of necessary travel, and must give general or specific approval.

A booklet, *Travel Information for Staff Members*, prepared by the Office of Business Affairs, provides details on procedures for travel authorization and

for reimbursement for travel expense. Copies are available in departmental offices.

A staff member should keep his departmental office informed of his itinerary so that he can be reached, if necessary, by telephone, telegram, or mail.

Conventions. Faculty members with rank of assistant professor and above (or the equivalent) are entitled to reimbursement for the travel expense of attending one scientific or professional meeting within continental United States or Canada each academic year. The Office of Business Affairs has prepared a table showing the fixed amounts allowed toward the expense of convention travel to most cities in the United States and Canada. Faculty members may consult their departmental office for this information.

Convention travel funds are not sufficient in amount to permit the usual reimbursement for the expense of travel to Alaska and Hawaii; only the fixed allowance for travel to and from the port of embarkation will be paid.

Professional Meetings. Full travel expense to scientific and professional meetings in the United States may be paid on authorization of the department head and dean when a staff member is an officer or a member of an important committee of the organization concerned, or when the individual is particularly qualified to assist in the promotion of educational, research, or service activities of the organization. Advance approval should be obtained from the department head for such travel, which must be charged to a departmental account. Travel on gift and contract funds is under the same regulations as travel on University funds except that occasionally specific provision for foreign travel is made beyond that established by the University.

Travel on departmental or other University business outside the United States may be permitted with prior authorization and approval of the department head and the dean of the college. In such cases, full travel expenses will be paid.

University and Private Cars. A fleet of University-owned cars is available for faculty members traveling on University business. A charge is made against the department for use of these cars. The driver must have a valid Illinois driver's license.

To reserve a car, call the fleet dispatcher at the South Garage (333-3911), preferably at least a week in advance. A completed Car Release Order

and Mileage Report, available at departmental offices, must be presented at the garage when the car is picked up.

Private cars may be used for University business on a reimbursable basis of nine cents a mile for the first 100 miles and five and one-half cents a mile thereafter. Reimbursement at nine cents a mile for a total trip of more than 100 miles is permissible when a University car is not available and the garage has made a record of the refusal.

University automobiles are generally not available for convention or organization travel purposes and are never to be used for out-of-state convention travel.

Insurance on University cars covers the University's and the authorized driver's legal liability for bodily injury and property damage which may occur while the vehicle is used on University business. Accident report forms are in the glove compartments of all University cars. Medical Payments insurance to the limit of \$2,000 per person is provided for passengers who are guests of the University. Employees, in the course of their employment, are covered under the Workmen's Compensation Act and are not covered under the Medical Payments insurance.

Air Travel. Travel by commercial, University, or private plane may be authorized if the best interests of the University are thus served.

Commercial air travel is reimbursed only at the economy (tourist) fare unless the staff member certifies on the voucher that time schedules made it impractical or economy travel was not available.

The University provides air-transportation service for staff members traveling on (1) University business, (2) professional business where the interests of the University are served, or (3) emergencies. Travel by air on University business, in either University planes or commercial transport planes, should be undertaken only when the increased cost (if any) over other means of transportation is justified, and should be arranged with the knowledge and consent of the senior administrative officer concerned.

A 64-passenger DC-6B, a 15-passenger and a 21-passenger DC-3, three Twin-Beechcraft Bonanzas carrying either five or six passengers, and four Beechcraft Bonanzas which carry three passengers and the pilot are used in the air-transportation service, under jurisdiction of the Institute of Aviation. Rates may be obtained from the Operations Office at the University Airport.

All planes are fully equipped for instrument flying. Layover charges are made for any time after the first four hours.

Travel by private plane is reimbursed at a rate not to exceed first-class railroad fare plus Pullman accommodations.

Any staff member desiring to use a University plane or regular transport lines should check his insurance policies to determine if there are provisions that would invalidate such policies in the case of air travel. If these are present, insurance companies usually will add a "rider" to the basic policy permitting such transportation. The University makes no special provision for accident insurance on flights, but protection is available to members of the University's group accident insurance coverage. Claims arising from flight accidents to staff members traveling on University business will be considered under the State Workmen's Compensation Law, if applicable.

Every staff member making a flight in a University-owned plane is requested to authorize or sign the proper waiver forms at the Airport.

Tax Exemptions. The University is exempt from payment from University funds of the federal tax on air transportation. Booklets of tax exemption certificates may be obtained at the cashiers' windows in the Bursar's Office, and one of these must be presented for each ticket at time of purchase. Money spent for taxes through failure to take the exemption will *not* be reimbursed.

Credit Plans for Travel. The University credit plan for railroad travel permits a faculty member to order tickets for official travel from the Champaign office of the Illinois Central Railroad and pick them up at the Bursar's Office. It is necessary to call the ticket office and complete arrangements, including any reservations, at least 24 hours before departure. It also is essential to tell the ticket clerk, when you call, that the transaction is under the credit plan.

The credit plan is not used in cases where tickets are picked up at the station. Under such procedure, the faculty member pays the railroad for the transportation and secures reimbursement later.

The University's credit plan also makes it possible for staff members to order plane tickets from the local travel agencies and charge them to the University, if the travel is chargeable to a University account. The person making air travel arrangements should advise the travel agency that the transaction is to be under the credit plan. Tickets are picked up at the travel agency. Staff members who have frequent occasion to use commercial air lines for University business travel may secure air travel credit cards through the Bursar's Office.

Cash Advances for Travel. Cash advances for travel on official University business are available. The procedure calls for the faculty member to obtain a Travel Cash Advance Form from his department office, fill it out, have it signed by the department head, and present it at the cashiers' windows in the Bursar's Office.

Travelers Checks. Travelers checks drawn on the American Express Company may be obtained at the Bursar's Office for a nominal service charge to the faculty member. Reimbursement of the service charge is made to the staff member if the travel is on University business.

RESEARCH SUPPORT

It is the policy of the University to encourage research on the part of all persons and groups within the several faculties. This includes endorsement and support of acceptable proposals for outside contracts or grants.

Some University research funds are made available in college and department budgets. Others are allocated from the Graduate College budget by the Research Board. A faculty member may conduct preliminary talks with outside organizations or agencies regarding their possible support of a research project. However, a formal request for such support must be submitted through the channels outlined in the regulations of Section 14 of the "General Rules Concerning University Organization and Procedure." After approval by the head of the department, the dean of the college, the Office of Business Affairs (on technical aspects of the financial arrangements), and the Research Board, the proposal is transmitted by the Research Contracts Division of the Bursar's Office to the outside agency. (A proposal for the support of an instructional program, a service program, or a building program must also have the approval of the Vice-Chancellor for Academic Affairs.) Only the President (or his delegates) may accept grants or negotiate contracts in the name of the University.

The University of Illinois Foundation is an agency which encourages gifts to the University from alumni and friends of the University, and assists in the management of patents and negotiates loans for the University. Each year, part of the money thus received is budgeted for research, and projects to which such funds are allocated are chosen by the Foundation's Board of Directors on advice of University officials.

(For a comprehensive explanation of University policy and regulations concerning research, see "The Administration of Research Grants and Contracts," and "The Use of Experimental Human Subjects at the Urbana-Champaign Campus.")

PATENTS, INVENTIONS, COPYRIGHTS, PUBLICATIONS

The University patent policy is developed in full Section 17, "General Rules Concerning University Organization and Procedure." Briefly, the policy holds that any discovery or invention which is the result of research carried on by or under the direction of any University employee and having the costs paid from University or University-controlled funds, or which is made by any University employee as a direct result of his duties with the University, or which has been wholly or partly developed by the utilization of University resources or facilities, belongs to the University and will be utilized in ways producing the greatest benefit to the University and the public.

The University Patent Committee, to which patentable inventions are referred for study and disposition, may, with the approval of the Board of Trustees, turn the rights back to the developer or to the agency which sponsored his work. It may also retain the invention for the University's own right, or transfer it to the University of Illinois Foundation for commercial development. In the event that income in such instances is received by the University or the Foundation, a proper share of the net income will be paid to the inventor.

For information on copyrights and recordings, see the revision of Section 19 of "General Rules Concerning University Organization and Procedure" in *Faculty Letter* No. 64, September 13, 1963.

USE OF UNIVERSITY SPACE

The Office of Space Utilization is responsible for the enforcement of University regulations with respect to the use of University facilities by student, faculty, and non-University groups. As part of its function, the Office of Space Utilization reserves space in all University facilities except the Illini Union, University residence halls, Assembly Hall, Allerton House, Krannert Center for the Performing Arts, and Hott Memorial Center. Because it is necessary to reserve space for any event other than scheduled instruction as specified in the semester time-table, offices to which requests for reservations of space should be directed are listed here:

1. If space is desired in the Illini Union, requests should be directed to the Illini Union Reservations Office, 165 Illini Union, 333-0690.
2. If space is desired within University residence halls, requests should be directed to the Office of the Director of Housing, 420 Student Services Building, 333-0613.
3. If space is desired in the Student-Staff Apartment Lounge, requests

should be made to the Office of the Director of Housing, 420 Student Services Building, 333-0613.

4. If space is desired at Allerton House or Hott Memorial Center, requests should be directed to the Division of University Extension, 118 Illini Hall, 333-3287.

5. If space is desired in the Assembly Hall, requests should be directed to the Director of the Assembly Hall, 101 Assembly Hall, 333-2923.

6. If space is desired in the Krannert Center for the Performing Arts, requests should be directed to the Director of the Krannert Center, 333-6700.

7. If space is desired in any of the remaining University areas, including Illini Grove or other outside areas, requests should be directed to the Office of Space Utilization, 243 Davenport House, 333-1230.

The Office of Space Utilization, in addition, is responsible for determining eligibility of groups requesting use of any University facilities including the Illini Union, University housing, Krannert Center for the Performing Arts, and the Assembly Hall. The following is a list of groups eligible to use University space and the conditions controlling this eligibility.

Student Groups. Organized student groups included in a list supplied to the Office of Space Utilization by the Assistant Dean of Students for Student Organizations.

Students who are members of a regular class or other academic unit and whose use of the space is requested by the instructor in charge.

Student groups that have applied to the Assistant Dean of Students for recognition and that hence are allowed three organizational meetings before being officially recognized.

Faculty and Staff Groups. Organized groups of faculty members, and any University department, academic or nonacademic.

Non-University Groups. On approval of the Director of the Office of Space Utilization and in compliance with University regulations, Chapter 3, Section 21, Paragraph B, of "General Rules Concerning University Organization and Procedure," non-University groups may use University facilities for meetings provided the organization and meetings are concerned with matters of educational or public significance. Such meetings are subject to the general regulations stated in Section 21 and to such additional regulations as may be developed with the advice of a committee created for this purpose.

Priorities have been established for the assignment of space reservations, as follows:

1. Regularly scheduled courses of instruction.
2. Requests for space for major University or major University student events. These requests are accepted and space assigned before other requests are approved. Requests for major student events are accepted and space assigned according to priority given by the Coordinations Committee of the Committee on Student Affairs which meets in early March of each calendar year.
3. After requests in categories and priorities 1 and 2 have been approved, all other requests are assigned in order of date requested and of judged needs of the groups.

Space reservations may be made:

By Telephone. Only faculty or staff members may request space by telephone.

By Filing the Form, Request for Use of University Premises. This form is available at the Office of Space Utilization. All student groups must use this form in requesting use of University space. Faculty and staff groups may be asked to use the form if their request appears to be complicated, i.e., involves several dates, rooms, or buildings. All non-University groups must use the form.

Admission fees may not be charged for any function on University premises unless permission has been granted in accordance with University regulations. These regulations are set forth in Chapter 3 of "General Rules Concerning University Organization and Procedure."

Capacities of classrooms and lecture rooms may be obtained at the Office of Space Utilization.

SOLICITATION OF FUNDS

Canvassing, peddling, or soliciting are forbidden on the grounds and in the buildings of the University. Collections among employees are approved by the University for Campus Chest, a student charitable activity, and for the United Fund. While the University sanctions collections for these two causes, it does not wish to imply any obligation on the part of staff members to contribute.

BULLETIN BOARDS

Regulations involving the use of University bulletin boards have been drawn up by the Office of Space Utilization (333-1230). The use of these bulletin boards is limited to recognized student, faculty, staff, or departmental groups, and churches belonging to the Religious Workers Associa-

tion. Persons wishing to post material on University bulletin boards must clear through the Office of Space Utilization.

USE OF UNIVERSITY'S NAME

When representing the University in an official capacity, staff members will use the name of the University and will use University stationery for official correspondence.

The University prefers not to become involved in projects with which it has no official connection. Thus, faculty members are discouraged from using the University name in any announcement, advertising matter, publication, or report involving outside activity of faculty members, if such use in any way can be construed as expressing or implying University endorsement of any project, product, or service.

Permission for use of the University's name or photographs of its facilities or installations by commercial firms or service organizations must be cleared through the Office of the University Director of Public Information, regardless of the campus involved.

EMERGENCY PROCEDURES

Fire or Explosion. In case of fire or explosion, call the University Fire Department, 333-2424, or dial "0" and ask the operator to connect you with the Fire Department.

Police. In case of an emergency requiring police attention, call the University Police, 333-1212, or dial "0" and ask the operator to call the police.

On-the-Job Accidents. The following procedure is designed for all academic, nonacademic, and student employees to safeguard their interests under the Illinois Workmen's Compensation Act. Failure to follow existing University policies or the provisions of the Act may affect the employee's right to compensation for time lost or reimbursement for expenses incurred.

1. All injured employees must promptly report:
 - a. To the McKinley Hospital Emergency Room — where a physician is on duty or on call at all times, day or night.
 - b. In case of critical injury — when it is apparent that an employee is critically injured and any delay in reaching a hospital might cause irreparable damage or endanger life, the departmental office or any equally responsible person should call the University Police, who will arrange transportation to a community hospital for the injured employee. The person calling the police should immediately inform

the Health Center or the physician on call at McKinley Hospital of the accident and the action taken. (University police, 333-1212, or dial "0" and ask the operator for assistance.)

2. The Health Center is prepared to give emergency treatment for on-the-job injuries or illness. All referrals to physicians, in case of on-the-job accidents, are made by the Health Center medical staff.

3. Immunization against tetanus (lock jaw) is for employees' protection and reduces the risk involved in case of accident. Tetanus toxoid immunization is available at the Health Center for those who wish to have it.

4. As soon as possible, notify your departmental office of the accident and fill out the Report of Claimed Accidental Injury form.

For more information, see Section 6 of the "Business Policy and Procedure Manual" in departmental offices.

An accident to a non-University person which occurs on University property should be reported immediately to the department where the injury occurred so that the University Police can be called for medical assistance and any other necessary action.

Disability Report. If a person is away from his duties because of an on-the-job accident or any kind of illness or disability, he must execute the form Report of Absence on Account of Disability for Academic Staff, available from department offices. The signature of the department head is to be obtained and the form then routed to the Bursar's Office. This report must be turned in if the faculty member is to receive income tax credit for salary paid while ill or disabled.

LECTURERS AND SCHOLARLY PRIVILEGES

Lecturers. Scholars of eminence from other universities and persons who have achieved distinction in their professions may be invited to give one or more public lectures at the University. The fund for this purpose is administered by the Campus Lecture Committee.

Interdepartmental lectures and symposia are sponsored in the biological sciences, the humanities, the social sciences, and other fields. In addition, various departments and colleges sponsor lectures and hold symposia throughout the year.

Endowed lectures supplement the all-University lectures. These include the Lorado Taft Lectures in the Arts, the James Lectures on Government, the Noyes Lectures in Chemistry, the Phineas L. Windsor Lectures in Librarianship, the Weinstein Series in Finance, and others.

Scholarly Privileges. Scholarly privileges (permission to work without charge in the University libraries and laboratories) may be extended by the Chancellor to members of the faculties of other colleges or universities, provided they are recognized authorities in their fields and possess written credentials from their universities or governments asking that they be received as guests.

INDIVIDUAL PROFESSIONAL ACTIVITIES

Individual professional activities on the part of faculty members — research, consulting, publication, participation in learned societies, and the like — are encouraged by the University.

PURCHASING PROCEDURES

Purchasing procedures are developed at length in the “Business Policy and Procedure Manual” and in “Regulations Governing Procurement and Bidding” at the University of Illinois. Copies are in file in college and departmental offices. Additional copies are available in the Purchasing Division.

The Board of Trustees has centralized the authority to purchase in the Business Office under the Vice-President and Comptroller (except where authority has been assigned to some other official or committee, e.g., subscriptions and periodicals are purchased by the Library), who has delegated the authority to the campus Director of Purchases through the campus Director of Business Affairs.

The departments of the University submit requisitions to the purchasing officials. When properly approved by the department and college executive officers (as required), they constitute authority for making purchases according to the procedures described in the purchasing regulations. With certain exceptions, all purchases in excess of \$1,500 are advertised in the official state newspaper three times during a minimum period of 10 days and are awarded on the basis of sealed bids. Purchase transactions in excess of \$7,500 are submitted monthly to the Board of Trustees for prior approval, except in emergencies, when they may be acted on by the President of the University. Purchases are not binding upon the University until appropriate approval has been given. The Purchasing Division is not authorized to make purchases for the private benefit of or from individual staff members.

Provisions have been made for emergency purchases, when required, as outlined in the purchasing procedures manual.

Hazardous or controlled materials (e.g., radiochemicals and pure alcohol)

can not be purchased or released from University stores until appropriate licensing and/or approval has been obtained in accordance with current regulations.

The University maintains a number of general storerooms where materials and supplies commonly used by University departments are carried in stock. Materials and supplies which are available through these storerooms by stores' requisition are not to be purchased directly from outside vendors.

The purchasing staff is available for consultation concerning planning for budgetary purposes and advance planning for projected purchases.

MISCELLANEOUS

Building Hours. In general, University buildings are open from 7:00 a.m. to 6:00 p.m. Monday through Friday, and from 7:00 a.m. to 1:00 p.m. Saturday, except holidays. Special arrangements for keeping buildings open at other hours may be made; procedures are given in the "Business Policy and Procedure Manual."

The stated hours do not apply to such facilities as the Main Library, the Krannert Art Museum, the Illini Union, and others where facilities or exhibits are open to the public on weekends and evenings.

Keys. Keys to University rooms and buildings are issued at the Physical Plant Service Building. Prior approval of the department head or administrative officer must be obtained via a signed key authorization blank. (For other regulations concerning keys, consult the "Business Policy and Procedure Manual.")

Liquor. Intoxicating beverages may not be served in University buildings. This rule applies not only to classroom, laboratory, and office buildings, but also to residence halls, rooming houses, fraternities, and sororities where undergraduate students live. Faculty members living in University-owned housing are not subject to this rule.

Personally Owned Property. Personal property, including books, brought to University premises should carry a sticker identifying the owner. The University can assume no responsibility for loss, theft, or damage of personal property.

Smoking. In general, smoking in University buildings is regulated by safety standards. Smoking is permitted in faculty offices, in some corridors of certain buildings, in laboratories where safety factors would not be violated, and in other suitable places. Signs in buildings advise whether smoking is permitted.

Facilities and Services

ORGANIZED RESEARCH

The University has numerous research agencies, from the individual project being carried on by a single man to all-University facilities involving several hundred research workers. Some of the larger agencies include:

Office of Administrative Data Processing. This is the campus center for the provision of administrative data processing service to the Chancellor and operational units. It also supplies the local assistance which is needed in data processing services for University-wide administrative purposes. Facilities include an IBM 360/50 system, 360/20, and conventional punched card equipment.

The University Office is responsible for administrative data processing for the entire University, including University-wide policies and procedures related to methodology in information processing, the development of program statements for University-wide data processing systems, standards and procedures for the utilization of data processing services, and systems and program documentation.

Analog Computer Laboratory. This laboratory provides a facility for teaching and research involving the use of analog computers. Available to all faculty members and students, the laboratory includes two EAI Model 31-R computers which may be operated separately or interconnected to provide 90 amplifiers for use on a single problem.

Institute of Aviation. The Institute coordinates research which cuts across departmental lines and provides facilities and assistance to many projects ranging from aircraft design to psychology. At the same time, the Institute carries on its own research projects and publishes the results of its findings. It also operates the University of Illinois-Willard Airport and

Staff Air Transportation Service, and offers course work in aircraft maintenance, pilot training, and aviation electronics.

Bureau of Business Management. The bureau, which is a part of the College of Commerce and Business Administration, is designed to extend the facilities of the College and its faculty for assistance to Illinois businessmen, particularly those in smaller businesses. It provides conferences and short courses in business subjects in cooperation with other University agencies and also provides publications, library and reference services, and limited management and business counseling.

Central Facility for Electron Microscopy. The facility is devoted to teaching and research service for all departments. It is equipped with four different types of transmission electron microscopes with all auxiliary equipment. The facility also operates the Cambridge *STEREOSCAN*, a scanning electron microscope. The use of the facility is available to all qualified investigators, staff members, graduate students, and fellows. Training and assistance in the use of the electron microscopes are available upon request made to the director of the facility. It is administered under the School of Life Sciences of the College of Liberal Arts and Sciences.

Children's Research Center. In operation since 1963, the Children's Research Center is an interdisciplinary organization for research on children with a focus on health and education including basic research. The center is particularly concerned with projects that require interdisciplinary involvement or specialized facilities and environments. Its activities include field operations with the State Department of Mental Health, at public schools, and in mobile laboratories in the community.

Institute of Communications Research. The Institute, a unit of the College of Communications, was established to bring an interdisciplinary approach to basic research in all aspects of human communications. It is a pioneer research unit in communications.

Bureau of Community Planning. Staff research is aimed at advancing theory and practice in urban planning. Continuing education courses on the objectives and methods of planning for community development are offered to public officials and provide advanced training for professional people in this field. Research reports and educational materials are published. The staff also contributes to the teaching program of the Department of Urban Planning.

Department of Computer Science. This is the University's center for carrying out research in the use and design of digital computers, the teaching of courses pertaining to numerical analysis, programming and logical

design of computers leading to the master's or doctor's degree in computer science, and the provision of service computing facilities for faculty and students. Facilities include an IBM System/360 which forms the nucleus of the *Illinet* campus computer network. Research on Illiac III, a pattern processing computer, and Illiac IV, a very high-speed parallel network computer, is underway.

Coordinated Science Laboratory. The laboratory is an interdepartmental graduate research center in the College of Engineering. It is devoted to pure and applied research in broad areas of engineering and science, especially in electronics, communications, systems, and applied physics. Extensive research is underway on computer systems that provide flexible man-machine interactions, graphic design, and information processing and retrieval.

Curriculum Laboratory. An operating unit of the College of Education, devoted to the development and implementation of new curricula at pre-college levels, it now consists of the English Curriculum Project, UICSM Mathematics Project, Social Studies Curriculum Development Project, and University High School.

Bureau of Economic and Business Research. The bureau, a division of the College of Commerce and Business Administration, studies business operations and general economic developments, particularly as they relate to Illinois, compiles current data, and makes its findings available to businessmen and others interested in business conditions. It publishes monthly and quarterly periodicals as well as monographs and books presenting research results.

Bureau of Educational Research. The bureau, which is in the College of Education, conducts studies in school administration and finance, teaching and learning, educational psychology, economics of education, sociology of education, and anthropological foundations of education. Research is directed toward advancement of basic knowledge.

Experiment Stations. The stations carry on research in two fields basic to the University as a land-grant institution — agriculture and engineering.

The Agricultural Experiment Station, founded in 1888, performs extensive research in agriculture, veterinary medicine, and home economics. About 360 research projects are conducted by approximately 280 full-time-equivalent staff members. Farms and agricultural fields, many obtained through bequests from friends of the University, include 2,250 acres adjoining the Urbana-Champaign campus in Champaign County and about 1,500 acres in small tracts in the state. The Dixon Springs Agri-

cultural Center in southern Illinois, operated by the University, includes 5,000 acres of leased land in the Shawnee National Forest. Results of the station's research are published in scientific journals, various formal reports of the station, and a quarterly magazine *Illinois Research*, and are also reported to the public through meetings and the mass communications media.

The Engineering Experiment Station, established in 1903, is the research arm of the College of Engineering. It administers a \$15,000,000 research program involving over 500 projects, most of which are conducted under the supervision of the faculty of the various academic departments and provide appropriate problems and support for graduate students seeking advanced degrees. The station offers cooperative programs and services for the benefit of industrial firms, sponsors, and interested engineers and scientists, and operates a publications program through the Engineering Publications Office.

Institute of Government and Public Affairs. The Institute renders advisory, consulting, and research services to the governments of Illinois and their elected and appointed officials. It gathers data, publishes scholarly and popular articles, and sponsors an annual seminar on government problems.

Highway Traffic Safety Center. The center coordinates on a University-wide basis present and future programs in the field of highway traffic safety. The center works with public and private agencies, conducts research, short courses, and conferences, and advises on traffic safety problems.

Illinois Archaeological Survey. The Archaeological Survey is closely allied with the University work in this field, and has headquarters at the University. It encourages scientific archaeological research, maintains a record of archaeological sites in the state, cooperates in archaeological salvage where highway or other construction is under way, encourages preservation of antiquities in parks and monuments, and publishes research.

Bureau of Institutional Research. The University Bureau of Institutional Research makes a continuing study of the University's educational situation, problems, and future needs. Studying university practices and programs in the light of objective research techniques was premiered by the University of Illinois.

Institute of Labor and Industrial Relations. The Institute research program emphasizes collective bargaining, labor and management organizations, manpower and human resources, and public policy. Because of its

interdisciplinary nature, the program covers a wide range of sociological, psychological, economic, political science, and historical research. Many of the research findings are published by the Institute in the form of books, pamphlets, and reprints.

Materials Research Laboratory. This laboratory, an interdepartmental organization for graduate training and research of an interdisciplinary character, is associated with the following departments: Ceramic Engineering; Chemistry and Chemical Engineering; Electrical Engineering; Mining, Metallurgy, and Petroleum Engineering; and Physics.

Measurement Program (Instruments and Standards Laboratory). This laboratory operates as a part of the Engineering Experiment Station, but serves the entire University. High grade standardization facilities are available for standard cells, standard resistors, and some types of laboratory electrical measuring instruments. Service and repair of analytical balances, microscopes, optical, and mechanical instruments is done by technicians with specialized training. A beginning has been made by addition of staff and facilities to provide service for electronic instruments such as oscilloscopes, electronic voltmeters, signal generators, and counters. Further development to better fill the needs of the University is anticipated following the recent move to new quarters. The new location is in the west part of the Nuclear Engineering Laboratory.

Physical Environment Unit. The unit at Urbana-Champaign provides facilities for the study of the effects of atmospheric changes on the human organism. Use of the facilities by other departments requiring controlled environmental conditions is encouraged.

Physics Research Laboratory. The Physics Department carries on research in the development of electron accelerators and in nuclear physics. The 25 and 300 million volt betatrons are located at this site and a novel type of accelerator is being designed. The department staff also utilizes the Argonne National Laboratory's 12.5 billion volt proton accelerator for high energy research in the field of elementary particle physics.

Radiocarbon Laboratory. The laboratory is an all-University facility for graduate training and research involving the use of the tracer technique with carbon-14 and/tritium. It is equipped with liquid scintillation spectrometers, vibrating reed electrometers, gas counters, radio-gas chromatography units, high vacuum systems, combustion set-ups, and auxiliary radiochemical equipment. A prerequisite for research in the laboratory is the carbon-14 course Chemistry-Animal Nutrition 496, which emphasizes experimental techniques employed in the synthesis, degradation, isolation, establishment of purity, and assay of radioactive carbon

compounds. Members of the staff present this course one semester each year.

Office of Recreation and Park Resources. This is an agency of the Department of Recreation and Park Administration in the College of Physical Education. It assists communities and organizations in developing resources and opportunity for recreation, and conducts a statewide consultant service.

Institute for Research on Exceptional Children. The Institute carries on studies in the education of both handicapped and gifted children and the remediation of the handicapped.

Small Homes Council-Building Research Council. The council is an information and research agency working for betterment of housing and building. It develops and coordinates research by various units of the University; publishes research reports; compiles non-technical illustrated circulars for home planners and home owners; and, in cooperation with the Division of University Extension, presents short courses for contractors, builders, mortgage lenders, and others.

Survey Research Laboratory. The Survey Research Laboratory (SRL), established in 1964, is an all-University agency set up to help fill the survey information needs of faculty members and students on all campuses of the University.

SRL serves four basic functions: plan, conduct, and process surveys for University research and other approved projects; conduct and promote research in survey methods; train graduate and undergraduate students in survey methods; act as a data archive for survey and other data related to Illinois.

The laboratory's services include advice on all aspects of survey operations, the conduct of field surveys, and storage of data for secondary research. It is organized under the executive committee that approves major projects, a director and five section chiefs at the Urbana-Champaign campus, and an assistant director at the Chicago Circle campus.

TRIGA Mark II Reactor. This research facility is available to the entire University when neutron beams or radioactivity are needed. It can be operated in steady state at 3 megawatts and pulsed for brief periods of time to powers in excess of 5,000 megawatts.

Veterinary Clinics. The clinics provide training for students, opportunity for research, and service to citizens.

Water Resources Center. The center coordinates and encourages research and graduate education in water resources throughout the Uni-

versity. The center also administers the research program in water resources in many departments of the University, in the Illinois State Water, Geological, and Natural History surveys situated on campus, and at other universities in Illinois supported by funds from the United States Department of the Interior under Title I of the Water Resources Research Act of 1964.

Affiliated Research Agencies. The University is a member of the Argonne Universities Association, a corporation which fosters scientific research by formulating, approving, and reviewing policies and programs of the Argonne National Laboratory.

The University is also a member of the Universities Research Association, the corporation organized to plan, build, and operate the National Accelerator Laboratory and its facilities at Weston, Illinois.

Committee on Institutional Cooperation (CIC). The Committee of the Council of Ten and the University of Chicago conducts interuniversity studies of educational and administrative problems of mutual interest to the 11 institutions. Special attention is given to cooperative programs in highly specialized graduate fields where the pooling of resources is desirable in the interest of economy and of improved training. Under the CIC Traveling Scholar Program, graduate students have an opportunity to visit a neighboring CIC university for a semester (or two quarters) in order to utilize a special resource or to take advantage of a course offering not available on the home campus.

Midwest Universities Consortium for International Activities, Inc. The consortium, organized by the University of Illinois, Indiana University, Michigan State University, and the University of Wisconsin, assists those universities in carrying on overseas projects. The consortium maintains a roster of faculty qualified for overseas assignments, allocates funds for faculty research at overseas centers maintained by the four universities, provides funds for training of staff for overseas projects, assists each of the four universities in recruiting staff by providing salary guarantees for replacement of those serving overseas, and makes grants to each of the four universities to finance graduate student internships for pre-doctoral students for research at overseas projects of any of the four universities. The consortium office is located on the Urbana-Champaign campus.

INSTRUCTIONAL RESOURCES AND SERVICES

Office of Instructional Resources. The Office of Instructional Resources is responsible for assisting faculty in improving the quality of classroom

instruction, especially at the undergraduate level. The office aids faculty members in developing, using, and evaluating instructional procedures, including technological innovations such as television, programmed instruction, films, and other audio-visual techniques. Phone 333-3370.

Evaluation Services. The Measurement and Research Division (1) scores and analyzes the faculty's own examinations; (2) summarizes student performance during a semester by accumulating and weighting different test scores, term paper grades, laboratory exercises, etc.; (3) assists the faculty in test construction; (4) provides consultation and implementation of research activities within a course, curriculum, or college; (5) provides course and instruction evaluation by means of the Illinois Course Evaluation Questionnaire; and (6) operates the placement and proficiency testing program for entering freshmen. Phone 333-3490.

Instructional Materials — Audio-Visual Services. The Office of Instructional Resources assists faculty members in planning and preparing instructional materials such as slides, illustrations, charts, and transparencies for use in the classroom. Phone 333-3690.

Instructional Motion Pictures. The Motion Picture Production Center provides for the faculty the service of planning and production of films for instruction, research, documentary, and public information use via motion picture distribution and television broadcast. When it is more expedient for the faculty member to do his own filming, the center can provide materials, full picture and sound laboratory services, short-term use of certain equipment, and all or part of the remaining labor necessary to complete the project. Phone 333-0279.

Instructional Television. Faculty members interested in using television in their courses should consult with the Television Division concerning the facilities available and the procedures for using them. Phone 333-1070.

Photographic Service. The Photographic Service provides a wide range of photographic services. Its photographers may be obtained for studio and on-location pictures for public information, teaching, research, and service purposes.

Services include: the processing and printing of 16 mm. motion pictures in black and white or color, including sound; photo printing of a number of types; portraits and passports; copy negatives up to 18 inches by 22 inches including litho negatives and Ektalith plates for offset duplicators; 2 x 2 (35 mm.) slides and 3¼ x 4 lantern slides in black and white or color; 35 mm. single frame film strip photography and printing in black and white or color; general processing of roll and sheet films; and the making

of diazo (Ozalid) blackline prints. Engineering intermediates on translucent, stable-base film are available in various sizes from different types of originals.

The Photographic Service operates a storeroom to provide commonly used photographic supplies to other departments on their appropriation numbers and serves as the central clearing house for those types of photographic services that it is unable to provide. For example, color film of the Kodachrome type is sent to the manufacturer for processing through the Photographic Service on a contractual basis.

The Photographic Service Office is located at 713 South Wright Street, Champaign. A list of prices or further information may be obtained by calling 333-4677. For appointments with photographers call 333-4670. The storeroom may be reached by calling 333-4673.

Other Campus Photographic Offices. Other photographic offices on the campus include:

A specialized laboratory for photography, other types of duplication, and the finishing of copies of library materials, at the University Library.

The photographic section of the College of Agriculture editorial office.

The photographic section of the College of Engineering editorial office.

A teaching laboratory for courses in photojournalism in the College of Communications.

A teaching laboratory for courses in photography in the Department of Art of the College of Fine and Applied Arts.

Filming of motion pictures for teaching purposes is done by the staff of the Motion Picture Production Center.

Visual Aids Service. Faculty members may obtain motion pictures for classroom use from the library of the Visual Aids Service. Individual subject-area catalogs are available on request. Phone 333-1362.

PUBLIC INFORMATION OFFICE

The responsibility for interpreting the University to the public is shared by all its faculty and staff members, by its students, by its alumni, and by its friends. However, the task of collecting the news and public information and making it available to the communications media for the Urbana-Champaign campus has been assigned to the Campus Director of Public Information.

The University Director of Public Information is responsible for information from the Office of the President and from offices of other general administrative officers of the University of Illinois. He also carries out planning and programming in public informational activities for the University of Illinois system and is available to all campus directors of public information for continuing consultation and assistance in programs of institutional relations and development designated by the Chancellors.

At Urbana-Champaign, the Campus Director of Public Information reports to the Chancellor and carries out programming and planning of public informational activities.

The staff of the Public Information Office sends information to newspapers, magazines, trade journals, house organs, radio and television stations, and to a large number of special lists of editors, writers, and commentators in such fields as finance, education, music, and art. One staff member also edits *Campus Report*, a periodical publication on internal campus matters.

The staff is anxious to cooperate and counsel with faculty so all activities may be properly presented to the general public or to specific groups.

Each of the special writers in the campus office has a "beat" made up of several colleges, schools, or other units of the University. To learn the name of the writer assigned to a particular unit, call the Public Information Office, 333-1085.

Several units with exceptionally large loads of editorial work have their own editors and information officers. These persons complement the work of the Public Information Office, and work in close cooperation with it. Faculty members in units with their own editors may channel their news announcements through the editor-information officer on their own staffs. These include the College of Agriculture, the Institute of Labor and Industrial Relations, the Small Homes Council-Building Research Council, the College of Engineering, the Division of University Extension, the College of Veterinary Medicine, and the Athletic Association.

However, if the news item is a matter of all-University policy, and particularly if it is subject to action by the Board of Trustees or by a University Senate, the special college editors should work with the Campus or University Director of Public Information in writing and scheduling the release.

Under the general supervision of the University Director, *University of Illinois Report*, a five-minute radio program, is broadcast Monday through

Saturday during the academic year. The office also engages in production of 30-minute public service television shows, movies, and other materials for commercial stations. The Campus Director supervises production of filmed news materials for television.

The University Office, in cooperation with the Campus Director, prepares a number of publications and brochures for the information of students, faculty, staff, campus visitors, and citizens of the state, and cooperates with other University departments and offices in preparing publications for their specific uses.

The Campus Director of Public Information has administrative responsibility for the Photographic Service, the Stenographic Bureau, and the Illini Girl service. The University Director supervises the staff of the *Illinois Alumni News* and other alumni publications.

UNIVERSITY OF ILLINOIS PRESS

The University of Illinois Press, which has a distinguished reputation in publishing circles, produces books of scholarly value, numbering 45 or more a year. Decisions as to what manuscripts will be published are made by the University Press Board on recommendation of the Director of the Press. Authors may or may not be members of the University faculty. The Press also publishes a series of paperbacks under the title, *Illini Books*; monographs; journals; and occasional papers in a number of areas of interest. Spring and fall publication lists are circulated to all members of the faculty.

Duties of the Director and of the Press Board are outlined in the University Statutes and in the accompanying regulations. The Press is responsible for editing, designing, printing, and distributing the official bulletins and other publications of the University.

No college, department, or other unit of the University may establish a journal to be offered for sale to the general public unless its officers first have obtained approval from the Press Board.

Service divisions of the Press include the following:

Art Division. The Art Division of the University Press is responsible for the design of books published by the University Press and, as a service division, handles the design and production of the official bulletins and other publications of the colleges and departments of the University. The Art Division is located in the University Press Building, 54 East Gregory Drive, Champaign.

Printing Division. The University Press operates the Printing Division, 54 East Gregory Drive, Champaign, as a service division to handle printing needs for all departments throughout the University. Editors and production staff of the University Press arrange for printing to be done for departments by commercial firms when it is necessary.

Mailing Center. Mailings of form letters, bulletins, or other materials may be processed by University account number through the University Mailing Center, 1002 West Green Street, Urbana. Information and service charges may be obtained from the center.

BROADCASTING FACILITIES

The University operates three educational broadcasting stations, WILL-AM, WILL-FM, and WILL-TV. Radio station offices and studios are in Gregory Hall. The television office and studios are located at 1110 West Main Street, Urbana.

WILL is on the air from 7:00 a.m. to sunset daily except from 7:00 a.m. to 4:00 p.m. Sunday. WILL-FM is on the air from 4:00 to 10:00 p.m. Monday through Friday, and from 1:00 to 10:00 p.m. Saturday. WILL-TV, VHF Channel 12, is on the air from 9:00 a.m. to 10:30 p.m. Sunday through Friday, additional hours each week for instructional programs, and special National Educational Television programs and the Public Broadcasting Laboratory.

Both radio and television facilities are used intensively by students in the radio-television courses of the College of Communications.

The studios and their broadcasts are supervised by the Director of Broadcasting; courses conducted through use of the stations' facilities for students in radio-television are supervised by the Head of the Department of Radio and Television of the College of Communications; all instructional television is supervised by the Director of Instructional Resources.

University students operate an FM and carrier-current radio station, WPGU, transmitting over the electrical power systems of all the University residence halls on 640 kilocycles and 101.7 FM. WPGU is an organized student activity operated entirely by students under general supervision of the Illini Publishing Company Board of Directors, an appointive group of faculty and students which publishes and distributes student publications, including *The Daily Illini*, the *Illio*, and the *Technograph*.

LIBRARIES

The University of Illinois Library contains more books and other materials than the library of any other state university. It is third, behind Harvard and Yale, among all American universities, and is fifth among all American libraries.

The Library and 35 departmental libraries in Urbana-Champaign contain these processed items: more than 4,200,000 volumes; a half-million pamphlets; 330,000 micro-texts; 7,500 manuscripts, not including thousands of films and manuscripts available for use but not fully cataloged; 330,000 music scores and parts; 350,000 maps and aerial photographs; more than 125,000 prints, broadsides, slides, film strips, etc; and 35,000 sound recordings.

A staff identification card doubles as a library card and may be used in the University libraries of all three campuses. A card for a faculty wife or husband can be obtained at the reference desk of the Library. Faculty members may take out as many books and journals as they require, within the loan periods posted in all libraries. Generally, the maximum time is one month for books, two weeks for bound journals, and only library use for unbound items. All are subject to recall if the need arises. The Library is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday; from 8:00 a.m. to 5:00 p.m. and from 7:00 to 10:00 p.m. Friday and Saturday; and from 2:00 to 5:00 and 7:00 to 11:00 p.m. Sunday. Hours vary in the departmental libraries, but are posted at each one. During vacation periods, special hours are announced for the Library and all its branches.

Departmental library catalogs list materials found in the library concerned. The general card catalog in the Library indexes all publications available on the campus and tells where they can be found. Titles not available at Urbana-Champaign can usually be borrowed through interlibrary loan services. Microfilms and photocopies of materials within the library system and of materials located elsewhere and not available for loan also can be obtained. In the basement of the Library, two photocopying machines are available for general use at a nominal charge.

A limited number of carrels and study rooms is available in the Library for use of faculty members working on projects that require intensive use of library materials. Application for study rooms should be made to the Library's director for public service, 203 Library. Applications for carrels should be made in the book stack office in the Circulation Department.

Any member of the faculty, staff, or student body may recommend purchases for the library collections. Recommendations for current publications should be made to the appropriate departmental librarian. Books

and periodicals purchased for office and laboratory use are ordered through whichever department or office provides the funds.

Complete information on the use of the University's libraries is contained in a booklet, *Handbook for Graduate Students and Members of the Faculty: University of Illinois Library*, which is available at the Library. Also available is *Your Library—A Guide for Undergraduate Students*.

Faculty members are invited to visit all parts of the Library and the departmental libraries. Informal visits can be made without notice, but a telephone call to the departmental librarian is advisable if an instructional tour is desired. Arrangements for classes to tour the Library should be made with the Reference Department.

The public service and departmental libraries are: Agriculture; Architecture; Biology; Ceramics; Chemistry; City Planning and Landscape Architecture; Classics; Commerce; Education and Social Science; Engineering; English; Geological Survey; Geology; History and Philosophy; Home Economics; Illini Union Browsing Room; Illinois State Historical Survey; Journalism and Communications; Labor and Industrial Relations; Law; Library Science; Map and Geography; Mathematics; Modern Language; Music; Natural History; Natural History Survey; Newspaper Library; Physical Education; Physics; Rare Book Room; Undergraduate Library; University Archives; University High School; and Veterinary Medicine.

The University Archives, a departmental library, is responsible for the collection and preservation of professional and personal papers of academic and administrative staff and records of faculty organizations which have sufficient historical or research value to justify their continued retention. The Archives also accepts periodic deposit of noncurrent papers and publications from active staff members. Such material ensures adequate documentation of the role of faculty and staff in the development of the University.

The University is a sustaining member of the Center for Research Libraries situated in Chicago. The center is a repository of rarely used materials assigned to it by the collaborating institutions. The materials may be borrowed from CRL through a request submitted to the Reference Department of the Library.

HEALTH SERVICES

The University of Illinois Health Service is situated in the Health Center adjoining McKinley Hospital, the University's 58-bed accredited facility. The address is 1109 South Lincoln Avenue, Urbana.

The Hospital's medical staff includes both community and Health Service physicians, and University students and staff members are given preference although other medical patients are accepted if space is available. The Hospital has a group of registered nurses and technicians to operate its x-ray, laboratory, and physical therapy facilities. For emergency procedures, see page 72.

Though the biggest responsibility of the Health Service is to prevent and treat illness in students, emergency care is provided for staff members or visitors for sudden illness or accidents occurring on the campus. After such emergency attention, the non-student patient is referred to a physician of his choice for further care unless the accident occurred in the course of University employment.

Any staff member injured in the course of his work should have prompt medical care by a Health Service physician. Follow-up care after on-the-job accidents is given by Health Service physicians unless the services of a specialist are required.

Physicians and nurses are on duty at the Health Center from 7:45 to 11:45 a.m. and 12:45 to 4:45 p.m. weekdays and from 7:45 a.m. to 12:45 p.m. Saturday; nurses are on duty 24 hours a day at the Hospital, and a physician is on call there from 5:00 p.m. to 8:00 a.m. weekdays and on a 24-hour basis over weekends and holidays.

Faculty and staff entering the service of the University are required to have a physical examination, which will be made free of charge by Health Service physicians. The procedure includes examinations of the blood, a tuberculin skin test, a smallpox vaccination, and tests of hearing and vision. X-rays of the chest and spine are made if needed. Visiting faculty members who are to be on the University staff for periods longer than two months are required to take a tuberculin skin test only.

The Health Service maintains a continuous program of physical examinations for certain University employees, such as food handlers and those exposed to irradiation. Special immunizations are provided for those in hazardous work for the University and those traveling overseas.

The Health Service staff includes five full-time psychiatrists, and in addition the Mental Health Division has a clinical psychologist and a psychiatric social worker. They collaborate with other departments in providing medical and psychiatric consultation.

The Health Service staff maintains a series of scientific programs on medical subjects which are open to interested staff members and community physicians.

SPEECH AND HEARING CLINIC

Under the College of Liberal Arts and Sciences, the clinic is used in student training and research. Located at 601 East John Street, Champaign, it extends free services to University students, to faculty members and their families, and to citizens of the state who may have impaired hearing, speech deviations, or language problems.

PSYCHOLOGICAL CLINIC

Under the auspices of the College of Liberal Arts and Sciences, the Psychological Clinic offers research opportunities for faculty, training for students, and services for the people of the state. Faculty members and their families are given ready access to the facilities of the clinic. It is located in the Children's Research Center building off the South First Street Road.

STUDENT COUNSELING SERVICE

The Student Counseling Service, an all-campus agency, provides professional psychological testing and counseling for prospective students and for all students enrolled in the University. It also is a consulting and reference agency for University administrative officers and faculty members concerned with students' academic and personal problems. Testing and counseling are provided for all types of vocational, educational, or personal problems which might interfere with the student's work.

The Counseling Service is staffed by approximately 18 experienced clinical and counseling psychologists, aided by a small number of faculty representatives. The service is one of the largest and most used services in any university. Counseling is provided for 6,000 students each year.

Consultation also is provided for staff members having problems which interfere with their effectiveness in teaching, research, or other services directly affecting students.

Additional information about the Counseling Service and student counseling by faculty members is given in a booklet, *Advising and Counseling Undergraduate Students*.

SECURITY

Office of Investigation. This is an investigation agency operating under the supervision of a coordinating investigator who reports to the Associate Director of the Department of Plant and Services. It conducts investiga-

tions of misconduct and criminal acts and operates in conjunction with law enforcement agencies and the University police.

University Police. This unit is assigned the task of insuring the safety and security of the University community, both property and life. It is headed by the Supervisor of Security and Traffic, who reports to the Associate Director of the Department of Plant and Services. Its officers are authorized as police officers by state statutes, and are trained to cope with emergencies and other problems on campus and in the immediate area of the University. They direct traffic during rush hours and check automobiles for parking violations and for proper parking stickers. Police patrol University buildings during times they are closed to check for mechanical failures and unauthorized persons. They patrol University housing areas and should be called if there is any disturbance requiring their assistance on the campus or in University housing. In emergencies, University police will escort ill or injured persons to physicians or hospitals. If a department has occasion to transfer money, they will serve as guards.

Office of the Safety Coordinator. This is an administrative unit under the direction of the Associate Chancellor for Administration. The Safety Coordinator also receives active support and counsel from the Safety and Fire Prevention Committee and serves as its executive secretary.

Services of this office, available without charge to departments, include accident prevention through study of potential accident and fire hazards, analysis of departmental operations with a view toward application of standard control measures, and the promotion of safety in other ways in the work and activities of students, faculty, and staff. This office reviews plans for new buildings and operations, participates in department planning upon request, and maintains a complete reference library of fire, safety, and industrial hygiene materials.

University Fire Department. This department is assigned to protect the campus and should be called in case of fire, explosion, or other event requiring the assistance of its trained officers. The department works under a cooperative agreement for mutual support with the municipal fire departments of Champaign and Urbana.

VEHICLES AND PARKING

Each full-time faculty and staff member who wishes to park on University property (lots, streets, or in metered spaces) must register his automobile and pay an annual fee of \$5.00. A second motor vehicle may be regis-

tered with the payment of an additional fee of \$5.00. In addition to a parking sticker, each full-time faculty or staff member receives an Illi-bus pass when he registers his vehicle. He may rent parking space, if he wishes. Rental of space for Monday through Friday from 6:00 a.m. to 5:00 p.m. is \$55.00 a year (plus the \$5.00 registration fee). Parking space may be reserved full time by petitioning the Associate Chancellor for Administration and paying a \$100.00 annual rental (plus the \$5.00 registration fee).

Parking lot allocations are made in August for the September 1 to September 1 rental year. Preference in location is given to those already renting a specific place. Applications for parking space should be made in writing. For registration or information, call or see the Supervisor of Security and Traffic, 101 North Mathews Avenue, Urbana, 333-1216.

Parking for students in the central campus area is stringently limited. Faculty members who are parents (or spouses) of students who may use the family or other automobile should refer to *Student Motor Vehicle Regulations*, available at the Office of Admissions and Records and the Motor Vehicle Office.

Graduate assistants in possession of automobiles are required to register, and should refer to the Graduate College catalog and the *Student Motor Vehicle Regulations*.

Questions relating to automobile registration should be referred to the Motor Vehicle Office, 101 North Mathews Avenue, Urbana, 333-3530.

All bicycles, motor scooters, and motorcycles used or parked on University property must be registered with the University. There is no registration fee for bicycles. For motor bikes, scooters, and motorcycles, the registration fee is \$3.00 per year. Register at the Motor Vehicle Office, 101 North Mathews Avenue, Urbana, 333-3530.

FACULTY HOUSING

Though members of the faculty are expected to find their own housing, the University does have limited facilities available under certain circumstances and for comparatively short periods of time.

Approximately seventy permanent homes owned by the University are rented to new faculty families for a period not to exceed two years. Some of these are two-bedroom units, others three bedrooms. Rental rates range from \$105 to \$175 per month, all being unfurnished.

One group of thirty permanent homes is located in a housing complex in southeast Urbana. All of these are one-story frame buildings, the complex being known as the Race and Florida faculty housing project. Rents range from \$140 to \$165.

A second group consists of some twenty-eight National Homes scattered throughout Champaign and Urbana; all of these have basements but no garages. Present rates are \$105 to \$115 a month.

The balance of the permanent homes are three- and four-bedroom, two-story homes, of varying type and size. Rental rates range from \$145 to \$175.

The Orchard Apartments, available to married students and a limited number of staff members, consist of 532 one- and two-bedroom furnished apartments and 252 two-bedroom unfurnished apartments. Utilities are not included in the rental rate which ranges from \$85 per month for the unfurnished apartments to \$99 or \$108 respectively for the one- and two-bedroom furnished apartments.

The Student-Staff Apartments immediately adjacent to the campus consist of 201 units including 10 sleeping rooms, 133 efficiency apartments, and 55 one-bedroom units. Rental rates range from \$80 to \$110 a month, exclusive of the ten sleeping rooms which are somewhat less. Residents pay electrical utility costs.

Two residence hall complexes for single graduate students contain rooms for 986 students, men and women, supplemented by laundry facilities and general lounges.

Applications and brochures describing in greater detail these various types of University-owned housing can be obtained from the Housing Division, 420 Student Services Building.

In addition to the University-owned facilities, the Housing Division maintains listings of privately-owned apartments and houses in the community.

The University of Illinois is committed to a policy of nondiscrimination in housing with respect to race, religion, and national origin. University-owned housing facilities are operated on this basis. Privately-owned housing which is University approved or listed must also be operated in compliance with this policy. Intent to comply with this policy is evidenced by the filing of a pledge with the University Housing Division not to discriminate on the grounds of race, religion, or national origin. A Housing Review Committee has been appointed by the Chancellor to assist in the implementation and enforcement of this policy.

If anyone has reason to believe that an owner or manager of certified housing or any other listed housing has refused or failed to rent to an individual because of the individual's race, religion, or national origin, this information should be communicated directly to the Secretary of the Housing Review Committee or to any other member of the committee. The individual who alleges discrimination need not be University-affiliated; furthermore, the particular rental unit involved in the alleged discrimination need not be one that is itself listed with the University provided the owner or manager has a nondiscriminatory pledge on file.

The secretary of the Housing Review Committee is Mr. Stanley W. Rahn, 138 Allen Hall, 333-0613.

The Housing Division is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, and from 9:00 a.m. until 12:00 noon Saturday.

MISCELLANEOUS SERVICES

University Calendar. Vacation dates, examination periods, registration days, and the like are planned two or more years in advance by a standing committee of the Senate, and approved by the Senate.

The year's schedule of major extracurricular events is made up in January for the academic year which will start the following September. A coordinations committee, composed of representatives of the Student Senate and of the faculty Senate's Committee on Student Affairs, makes up this calendar with an eye to preventing conflicts of major student events with each other and with all-campus activities and programs.

The detailed academic calendar is developed in the Office of Admissions and Records.

The weekly University Calendar, giving a day-by-day schedule of events, is placed on all University bulletin boards; the local newspapers usually publish its contents. Single copies or subscriptions may be purchased from the University Press. The calendar covers a nine-day period, Sunday through Monday. Announcements for insertion in the calendar must be received at the University Press not later than 11:00 a.m. on Thursday of the week preceding the event. If the University is officially closed on any Thursday or Friday, the deadline is 11:00 a.m. on Wednesday of the week preceding the event. All announcements must be in writing.

Campus Tours. Arrangements can be made for group or individual tours of the campus, either by bus, automobile, or on foot, by writing or tele-

phoning to the Campus Tour Office, 115 Illini Union (telephone 333-3668). Such arrangements should be made as far in advance as possible to assure the availability of tour guides. Special tours for faculty members are available in early fall.

Credit Union. The University of Illinois Employees Credit Union is a service organization operated by University employees for their benefit and for that of their co-workers, and is not an official University agency. Any regularly employed member of the University staff or an affiliated agency may join the Credit Union, which has its offices at 512 South Third Street, Champaign.

Lost and Found. A "lost and found" office is maintained in 115 Illini Union Building. It is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Mail Service. University mail service provides two collections and deliveries Monday through Friday, except on holidays. The following classifications are examples of mail that are not acceptable for University mail service: unstamped commercial solicitations and advertisements, literature originated by non-University organizations, University library books, personal books, packages in excess of two pounds or cumbersome in size or shape, newspapers, and items of a personal nature including messages or greetings.

United States mail is delivered to principal administrative buildings. When referring to this campus of the University or identifying someone as a member of the local faculty or staff, the correct designation is "University of Illinois at Urbana-Champaign." Since the official mailing address for this campus is Urbana and since certain legal and federal requirements do not permit the use of double names, Urbana takes precedence in the compound campus designation. However, individual offices may use the name of the city in which they are situated. For University offices in Urbana, the zip code is 61801, in Champaign, 61820.

The Urbana U.S. Post Office substation for the campus is situated on the first floor of Altgeld Hall. The Champaign substation is at 608 South Sixth Street.

Information on special problems relating to mail collection and delivery should be obtained from the Assistant to the Superintendent of Operations, Department of Plant and Services, 333-1491.

Personnel Services. Important parts of the University's duties are

carried on by civil service employees — managerial and professional personnel, artisans, technicians, clerks, craftsmen, and others who work co-operatively with faculty and students in fulfilling the University's educational goals, including research and public service objectives.

Information about employment, benefits, working conditions, the recruitment and testing of personnel, interpretations of policy, labor and personnel relations, salaries, training, and other matters affecting nonacademic personnel may be obtained from the Personnel Services Office. Specific guidance with respect to these areas is contained in the *Policy and Rules Relating to Compensation and Working Conditions of Nonacademic Employees*. Similar information of a more timely nature is published in the *Staff Observer*, a monthly newsletter published by the University Nonacademic Personnel Office and distributed to all nonacademic employees.

Public Address and Motion Picture Service. This service is available for University purposes from the Department of Plant and Services. For regularly scheduled University classes, call the Routing Office, 333-0340; for events such as seminars, lectures, short courses, and conferences, call the Public Function Office, 333-1490 or 333-6417.

Stenographic Bureau. The Stenographic Bureau, 1203 West Oregon Street, Urbana, offers staff members typing, printing, and reproduction services for letters, manuscripts, and reports. Services include duplication on mimeograph, multilith, and ditto machines, as well as preparation of stencils and masters. An Itek Platemaster can make a photo master (to be run on a multilith) from copy typed on a sheet of white paper. Rates applicable to staff members or departments will be quoted on request.

The Stenographic Bureau operates a Varitype machine and a Flexowriter. The Flexowriter automatically types repetitive data at approximately 100 words a minute. (For example, a letter may be reproduced automatically, in any quantity needed, and each letter may be personalized by having the name, address, and salutation filled in on the machine.) Another service offered is transcription of tape recordings.

Illini Girls, 1203 West Oregon Street, Urbana, provides typists, stenographers, accountants, and office machine operators to University offices which need additional staff on a part-time or temporary basis. Also, a typing service is available with this service. Typing service is provided at the above address for all University personnel, including undergraduate students.

University Telephone Service. The Illinois Bell Telephone Company provides telephone service for all telephones installed at the University of Illinois.

Each telephone at the University, including those in the University residence halls, has its own number, which can be dialed directly from outside the University without going through a switchboard. Administrative telephones have seven-digit numbers starting with 333; residence hall numbers start with 332. The University information number, to be used when calling from outside the University telephone system and when the campus number desired is not known, is 333-1000.

Calls made within the University employ only the last five digits (3-xxxx).

To call University information from inside the University, dial "0" for operator. To obtain information about University activities and events call 3-4666. To call a University operator, dial "0."

To call Champaign-Urbana numbers from inside the University, dial "9" and then, without pausing for a dial tone, proceed with dialing the seven-digit number listed in the Champaign-Urbana Telephone Directory. To reach the Champaign-Urbana information operator, dial "9" and then "411."

To transfer an incoming local or long distance call originating from outside the University telephone system, depress the button (switchhook) in the cradle of the telephone for one second, and then give the operator the number (if known) to which to transfer the call.

Information concerning procedure for using the Tie Lines for calls to Chicago and Springfield and the Wide Area Telephone Service (W.A.T.S.) lines to other Illinois cities and for making long distance calls from University telephones is contained in the introduction to the Urbana-Champaign campus *Staff Directory*.

Publications. A number of publications providing detailed information about the University are available to the faculty. Some of the principal ones are listed here:

University of Illinois Statutes and the General Rules Concerning University Organization and Procedure. Available at the Office of the Secretary of the Board of Trustees.

University of Illinois Business Policy and Procedure Manual. Copies may be consulted in departmental offices.

Advising and Counseling Undergraduate Students. An outline of the responsibilities of the various University of Illinois agencies in the field,

with a listing of those persons responsible for advising and counseling in individual departments. Available at the Office of the Chancellor.

Your Money, Your University. A lay presentation of the University's financial status, where the money comes from, and how it is spent. Issued annually, and available at the office of the Vice-President and Comptroller.

Publications of the Faculty. Issued annually, and available at the Graduate College.

Regulations Applying to All Undergraduate Students. Available at the Office of Admissions and Records.

The Code on Undergraduate Student Affairs. Available at the office of the Dean of Students.

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